



Commercial-Industrial-Service

7731 Airpark Road
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Position:

Project Manager

HIRING GOAL:

We are a small but growing electrical contractor with 30 years as a commercial electrical contractor. We are currently looking for a PM with project experience that can handle their own projects. We have employees with 20+ years at Valid Electric. That is not very common in our industry today. We believe that speaks to the character of our company. We are looking for a motivated and experienced project manager to become part our team and help grow this organization.

PROJECT MANAGER DUTIES:

PM will generally be responsible for running multiple projects in size of 250K to 5M after project award. Projects types and sizes will vary however all projects will be commercial construction, either renovation or new construction. We perform on a variety of projects including Assisted Living Facilities, Healthcare, MOB's, Office, etc. Field Superintendent will oversee project manpower, field installation, execution, and safety. Typical PM duties will include but not be limited to:

- Issuing PO's and reviewing final BOM's for purchase.
- Obtain submittals and ensure spec compliance from misc. project vendors.
- Work with GC's and vendors to facilitate final approval of submittals.
- Coordinate materiel releases with field personal and GC to ensure timely releases per project schedule.
- Identify and submit project PCO's. Most change orders will be 25-100k.
- Identify and submit project RFI's and Change Orders.
- Monthly Project billings.
- Work with GC to obtain project change orders and approvals for PCO's.

COMPENSATION:

We offer competitive pay and benefits based on experience and ability including:

- 3% Salary based Employer funded 401K contribution.
- Employer provided Family Heath/Dental/Vision Plan.
- Paid Time Off.
- Paid Holidays.
- Job Type: Full-time.
- Base Salary: \$85,000.00 - \$110,000.00 per year (not including healthcare and other benefits).

REQUIREMENTS:

- Minimum 2 years' experience required as ELECTRICAL PROJECT MANAGER; 5 years preferred.
- Proficient in outlook and excel.
- Proficient in an electrical estimating software such as Accubid, Conest, McCormick, etc.