



Primary Objective:

The Electrical Project Manager is responsible for the overall execution and performance of assigned projects in the Electrical Division by following consistent and repeatable project management standardized procedures and processes, in order to achieve financial results on assigned projects. He/she provides project coordination for day to day activities of assigned employee, contractors and sub-contractors.

Key Responsibilities:

Operations

- Provides planning and management of the installation and service of new and existing Electrical equipment as per guidelines and codes.
- Managing new and ongoing projects including any revisions or addendums to the original quoted contract
- Ensuring projects are in compliance with contract requirements and Superior Boiler Works & Welding standards.
- Resolving issues and facilitating escalation of project performance related problems
- Supporting estimation work and presenting proposals to the customer.
- Participating in the interpretation of contract Terms and Conditions.
- Analyzing project schedules to proactively address potential problems and manage risk. Investigating solutions and establishing project recovery plans.
- Proactively investigating opportunities for improvements in project scopes that will result in value added change orders.
- Performing associated cost estimates, prepares proposals and secures customer acceptance.
- Managing material procurement and logistics processes.
- Organizing and attending job progress meetings as required.
- Ensuring contractors and subcontractors understand expectations of the project.
- Driving to job sites to monitor production and efficiency of technicians and monitor quality control.

Sales

- Assisting sales in project development efforts and performs pre-bid reviews.
- Resolving customer issues and complaints to ensure customer satisfaction.
- Sales responsibilities including new job development, bidding on jobs, visiting potential clients, etc.
- Quoting and estimating new jobs – pricing and detailing quote for potential contracts



Electrical Project Manager

Job Description

- Using negotiation skills to consistently resolve disputes.
- Developing and maintaining viable long-term relationships with customers and subcontractors.

Human Resources & Health & Safety

- Assisting in the recruitment of new hires and communicating needs of staffing assigned projects.
- Coordinating with Health & Safety employees orientation and training requirements.
- Managing and supervising employees' performance as per Company policies and procedures.
- Maintaining constant communication with Human Resources in regards to probation periods, performance reviews, disciplinary notices and terminations of employees.
- Adhering to safety standards, ensuring that employees and subcontractors adhere to safety standards.

Requirements

- University degree in Electrical Engineering
- Bachelors Degree in Electrical Engineering and Professional Engineer (P.Eng.) in Ontario is an asset
- Valid C of Q an asset.
- Proven escalated project management experience of 8-10 yrs in the industry
- A proven track record in team leading, project management and business development.
- Demonstrated computer software proficient with Microsoft Office, including excel, and Microsoft project.
- Excellent interpersonal and communications skills, both written and oral;
- Willing to travel to job sites as required