



## Job Description

<b>POSITION:</b> Project Manager (Electrical)	<b>STATUS:</b> Full-Time
<b>DEPARTMENT:</b> Major Projects	<b>REPORTS TO:</b> Major Projects Division Manager
<b>HOURS WORKED WEEKLY:</b> 40	<b>Pay Rate:</b> \$88,000 - \$110,000/yr
<b>CREATED:</b> Dec 8, 2020	<b>REVISED:</b>

## JOB SUMMARY

Manage, in close coordination with Site Supervisors, a variety of projects (and their life cycles), including but not limited to resource monitoring, change orders, planning, scheduling and staff management all in a fast-paced, deadline-oriented environment.

## DUTIES

- Create comprehensive project schedule(s) detailing all of Kraun's work in conjunction with the schedule provided by the customer **or** if in the role of Construction Manager, provide a complete schedule
- Provide pricing and ensure Proposed Change Orders (PCOs) are approved prior to doing any work outside of the contract
- Work with Site Supervisors to resolve field personnel issues and coordinate on-site material rental/purchases with other departments
- Attend site meetings as required and all pre-construction meetings with the Site Supervisor and create comprehensive meeting minutes
- Ensure Site Supervisors use current contract documents and complete all assigned paperwork
- Monitor schedules and response times to Request for Information (RFI's) and other documentation with support from Project Coordinators
- Run monthly project cost routine in project management software to complete cost forecasts and cash flow projections, and prepare progress/interim billing(s)
- Create recovery methodologies when project schedule(s) or budgets are in jeopardy
- Prepare for and be involved in meetings with customers to present proposals especially during the final stages of negotiation, including but not limited to assist in guiding changes in design and pricing to proposals as necessary and presenting to clients
- Responsible for all aspects of the project whether direct or indirect including project document archiving, maintenance and warranty manual creation, and ensuring all deficiencies are cleared as part of project close out activities
- Anticipate issues before they occur, have a solutions-oriented approach and be open-minded
- Ensure that pre-planning is discussed and implemented, if required

- When visiting construction sites, ensure Kraun is following all company policies and procedures resolving issues with the Site Supervisor(s)
- Respond to site reports received from the General Contractor or Consultants
- Lead and participate in negotiations of disputes and/or claims with contractors or sub-contractors
- Review contract documents (i.e., specifications, drawings, contracts, quotes) for function/role delineation
- Follow-up and secure responses from suppliers, sub-contractors, engineers, architects, owners for forward momentum on project portfolio
- Perform other duties as assigned

## EDUCATION

- 309A Construction-Maintenance Electrician License is required

## EXPERIENCE and SKILLS

- Minimum 5 years' work experience in Industrial-Commercial-Institutional electrical installation
- Knowledge of the Ontario Electrical Code, fire alarm code and Ontario Building Code
- At least 3 years electrical project management in a commercial/industrial environment is required
- Must be detail oriented and possess effective English written and verbal communication skills
- Effective interpersonal, organizational and planning skills is required as well as experience managing complex projects
- Comfortable in a schedule-driven environment and ability to multi-task, constantly meet deadlines and manage work tasks efficiently
- Must be able to work independently, with minimal supervision
- Ability to understand all types of drawings and technical specifications
- Proficient computer skills using Microsoft Suite and Google is required as well as the ability to quickly learn software programs, is a definite asset
- Certification in Project Management, is a definite asset

## TOOLS PROVIDED

- Computer technology, as necessary
- Professional training courses, as necessary

## WORKING ENVIRONMENT and PHYSICAL DEMANDS

- Prolonged sitting
- Routine use of standard office equipment
- Intense concentration

This job will require periodic visits to job sites; therefore, the individual must be able to drive/walk/navigate

## REQUIREMENT

Due to the on-site job site requirement(s), the incumbent must hold a valid G driver's license in Ontario and maintain a clean driving record.

## SUPERVISORY REPORTS

- None