



<b>Job Title:</b>	Project Manager	<b>Job Category:</b>	Electrical Construction
<b>Department:</b>	Major Projects	<b>Hours</b>	40/week
<b>Location:</b>	St. Catharines	<b>Travel Required:</b>	Yes
<b>Salary Range:</b>	\$96,000-\$120,000/yr	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Kelly Braun	<b>Date Posted:</b>	July 4, 2022
<b>Will Train Applicant(s):</b>	Depends on Applicant's Qualifications	<b>Posting Expires:</b>	N/A
<b>External Posting URL:</b>	<a href="#">Indeed job posting</a>		
<b>Email:</b> <a href="mailto:resumes@kraun.ca">resumes@kraun.ca</a>	<b>Mail:</b> Kraun Electric Recruitment Department 45 Wright Street St. Catharines, ON L2P 3J5		
<b><a href="#">Our Values - SPARK</a></b>			
Our company values are at the core of everything we do. How we do our work is equally important as what we do for work. We hire people who align with these values. We call them our SPARK values.			
<b>Job Description</b>			
In close coordination with Site Supervisors, manage various projects, including resource monitoring, change order estimating, planning, scheduling and staff management, all in a fast-paced, deadline-oriented environment.			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"> <li>▪ Create comprehensive project schedule(s) detailing all of Kraun's work in conjunction with the schedule provided by the customer</li> <li>▪ Provide pricing and secure approvals for proposed change orders before doing any work outside of the contract</li> <li>▪ Work with Site Supervisors to resolve field personnel issues</li> <li>▪ Coordinate on-site material rental/purchases with other departments</li> <li>▪ Attend site meetings as required and all pre-construction meetings with the Site Supervisor and create comprehensive meeting minutes</li> <li>▪ Ensure Site Supervisors use current contract documents and complete all assigned paperwork</li> <li>▪ Monitor schedules and response times to Request for Information (RFI's) and other documentation with support from Project Coordinators</li> <li>▪ Run monthly project cost routine in project management software to complete cost forecasts and cash flow projections, and prepare progress/interim billing(s)</li> <li>▪ Create recovery methodologies when project schedule(s) or budgets are in jeopardy</li> <li>▪ Prepare for and be involved in meetings with customers to present proposals during the final stages of negotiation, including but not limited to assisting in guiding changes in design and pricing for proposals</li> </ul>			

- Responsible for all aspects of the project, whether direct or indirect, including project document archiving, maintenance and warranty manual creation, and resolving all deficiencies as part of project closeout activities
- Anticipate issues before they occur, have a solutions-oriented approach and be open-minded
- Work with Planning Department to reduce costs and interferences
- 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 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, and owners for forward-momentum on project portfolio
- Perform other duties as assigned

#### **Qualifications and Education Requirements**

- 309A Construction-Maintenance Electrician License or proven experience as an Electrical Project Manager

#### **Preferred Skills**

- Minimum five years of work experience in Industrial-Commercial-Institutional electrical installation
- Knowledge of the Ontario Electrical Code, fire alarm code and Ontario Building Code
- Must be detail-oriented and possess effective English written and verbal communication skills
- Practical interpersonal, organizational and planning skills and experience managing complex projects
- Must be able to work independently, with minimal supervision
- Ability to understand all types of drawings and technical specifications
- Excellent computer skills using Microsoft suite and able to quickly learn software programs
- Excellent at fostering relationships inside and outside of an organization
- Comfortable in a schedule-driven environment and ability to constantly meet deadlines and manage work tasks efficiently
- Thorough working knowledge of the electrical construction industry

#### **Working Environment & Physical Demands**

- Prolonged sitting
- Routine use of standard office equipment
- Intense concentration for extended periods
- Open-concept workspace in a professional office environment
- Hybrid – some flexibility to work from home
- Frequent visits to construction sites requiring an Ontario Drivers' License in good standing

# Kraun

Electric

**Kraun Electric**

## **Tools Provided**

- Computer technology to work effectively
- Professional training courses as deemed helpful
- Company vehicle
- Cellphone