



## Job Description

POSITION: Project Manager (Electrical)	STATUS: Full-Time
DEPARTMENT: Major Projects	REPORTS TO: Major Projects Division Manager
HOURS WORKED WEEKLY: 40	Pay Rate: \$90,000 - \$113,000/yr
CREATED: Dec 8, 2020	REVISED: January 2022

## JOB SUMMARY

Manage, in close coordination with Site Supervisors, various projects, including but not limited to resource monitoring, change order estimating, 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
- Provide pricing and ensure Proposed Change Orders (PCOs) are approved before doing any work outside of the contract
- Work with Site Supervisors to resolve field personnel issues
- 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 during the final stages of negotiation, including but not limited to assisting in guiding changes in design and pricing for proposals



## Electric

- 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 closeout 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 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 five years work experience in Industrial-Commercial-Institutional electrical installation
- Knowledge of the Ontario Electrical Code, fire alarm code and Ontario Building Code
- At least three years of 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 are 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



## Electric

- Proficient computer skills using Microsoft Suite is a definite asset, and the ability to learn software programs quickly is required
- Certification in Project Management is a definite asset

### TOOLS PROVIDED

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

### WORKING ENVIRONMENT and PHYSICAL DEMANDS

- Prolonged sitting and routine use of standard office equipment
- 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.