



SENIOR PM TEAM FRISCHHERTZ

POSITION DESCRIPTION

Frischhertz is adding to their Project Management Team. We are looking for a full-time Senior Project Manager to operate within our commercial department. The salary range offered is commensurate with experience. Senior Project Managers report to the Director of Project Management and have a scope of responsibilities that include managing commercial and industrial electrical projects from post-bid through final completion, developing business with new clients and servicing/maintaining relationships with the existing client base.

MINIMUM QUALIFICATIONS/EXPERIENCE

- BS in Construction Management or related field
- 15+ years successful electrical PM experience (large job experience and OSHA 30 a plus)
- Knowledge of all aspects of construction (technology, equipment, methods, etc.) as well as an understanding of industry practices, processes, and standards and the impact on project activities
- Capable of preparing take-offs and estimates for change orders
- Capable of reading and interpreting plans and specifications
- In-depth knowledge of the NFPA codes and strong problem-solving skills
- Computer literate with working knowledge of Word, Excel, Procore, Bluebeam and Accubid software a plus
- Excellent organizational and communication skills
- Ability to present self in a professional manner and represent the company image
- Ability to multi-task and work in fast-paced settings
- Outstanding interpersonal skills

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the management of the bid process, analyze blueprints/specifications, review proposals/project requirements and coordinate materials procurement.
- Ensure compliance with corporate policies and federal/state laws; provide status updates and maintain documentation records.
- Responsible for material requisition, submittal compilation, purchase orders, on-site job walk-throughs, change orders request for information, pay application support and close-out documents.
- Implement, maintain, and control project schedule, budget, and all correspondence.
- Responsible for documentation control of projects and submittal of request for information.
- Plan, direct and coordinate activities of the designated projects with the Director of Project Management, to ensure that aims, goals, and objectives specified for the project are accomplished in accordance with prescribed priorities, time limitations and budget.
- Determine methods and procedures for accomplishment of project, staffing requirements and allotment of funds to various phases of project.
- Develop project staffing plan and establish a project completion schedule.
- Confer with the Director of Project Management on situations that may arise and keep management well informed on the progress of the projects.
- Prepare change proposals, claims and change orders when situations arise that are not in the prescribed scope of work and negotiate settlements with the owner or general contractor.
- Maintain relationships with owners, general contractors, and other key personnel to facilitate future business opportunities.
- Participate in rotating on-call schedule.
- Perform all other duties and responsibilities requested by the Director of Project Management.

BENEFITS

Frischhertz offers:

- Medical, Dental and Vision Insurance
- Long Term Disability
- 401-k Matching

The above description is meant to describe the general nature and level of work to be performed; it is not intended to be an exhaustive list of all responsibilities, duties, and skills required for the position.

EOE MINORITIES/FEMALES/PROTECTED VETERAN/DISABLED VETERANS/VEVRAA CONTRACTOR

