



## **Electrical Assistant Project Manager**

Titan is a leading national electrical contractor with locations in Florida, Illinois, Georgia, and Texas. Titan maintains a strong reputation as a leading high-quality, customer-centric service provider which has resulted in strong financial growth since its inception in 2003. As a result, the company has become a trusted partner to its customers and suppliers and has established a proven track record of year-over-year growth. The company has significant opportunities to further penetrate its existing markets and expand into other geographies and service lines.

### **Full Job Description**

Primary duties are to assist the project manager with project planning, project scheduling, material purchasing, project reporting, and progress tracking. The Assistant Project Manager performs duties under the functional direction of the project manager or group manager. Duties may be performed in either an office or field office environment.

Specific tasks of the job may vary depending on project, location, and available staff.

- Assist the Project Manager in the pre-project planning process. This process consists of determining manpower levels, assignment of project personnel, logistical overview of the project site, and the setup of the initial project budget.
- Perform tasks required to assist in the development and maintenance of budgets for a portion of, or an entire project. This includes the review of field timesheets, material invoices, and monitoring progress per cost account.
- Assist with the update of construction forecast to reflect the most accurate cost and projected completion cost.
- Assist in analyzing work progress and developing productivity reports to document and compare cost versus budget data.
- Generate and process project specific RFIs, Submittals, and Change Orders.
- Review and comprehend all project-specific documents including, but not limited to, Drawings, Specifications, Submittals, RFIs, and field reports.
- Attend construction and estimating meetings weekly. The Assistant Project Manager must be able to record accurate and comprehensive notes during all meetings.
- Assists project with customer communication and interactions.
- Address questions/concerns throughout the project.
- Maintain and develop an excellent working relationship with the General Contractors, Architects, Engineers, Designers, and any other external team members of the project.
- Ability to maintain continuous communication between project team members in efforts to complete ongoing tasks. The Assistant Project Manager is expected to demonstrate the ability to

follow up with both internal and external team members throughout the duration of the project.

- Assist the Project Manager and Project Superintendent with material procurement and coordination.
- Monitor and update material buyout logs as the project progresses.
- Perform estimating assignments as required.
- Be capable of short-term coverage for the project in the event of Project Manager vacations or absences.

#### **Qualifications:**

- Construction Management / Engineering or Business Management Degree or equivalent experience.
- High School Graduate or GED required
- Must have practical Electrical/General Construction field knowledge and/or experience
- Positive attitude and outlook
- Integrity, honesty, and responsibility with a desire to contribute to a team.
- Proven ability to multi-task in a fast paced environment
- Ability to prioritize task
- Strong aptitude to work within deadlines
- Clear written and verbal communication skills
- Familiarity with Microsoft Excel, Word, and Bluebeam
- Familiarity with pdf processing software, preferably Bluebeam and/or Bluebeam Extreme
- Ability to read and interpret blueprints / construction drawings

#### **Compensation:**

- Salaried Position – based on experience
- Paid Weekly
- Full Benefits/401K
- Holiday and vacation pay

*Titan Electric is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Titan Electric makes hiring decisions based solely on qualifications, merit, and business needs at the time.*