



## **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 2006. 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 oversee all aspects of assigned commercial projects from commencement to completion. Responsible for project planning, project scheduling, material purchasing, project reporting, and progress tracking. Manage projects in a manner that exceeds customers' expectations and ensures that work adheres to all Company safety policies and OSHA mandated requirements.

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

- Manage 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.
- Develop and maintain budgets for a portion of, or an entire project. This includes the review of field timesheets, material invoices, and monitoring progress per cost account.
- Oversee the construction forecast to reflect the most accurate cost and projected completion cost.
- Oversee and analyze work progress and developing productivity reports to document and compare cost versus budget data.
- Collaborate with prefabrication and design departments to meet or beat project objectives and schedule.
- Set clear goals and expectations and provide coaching/counseling/mentoring for foreman and inexperienced team members.
- Maintain and develop an excellent working relationship with the General Contractors, Architects, Engineers, Designers, and any other external team members of the project.
- Other duties as assigned.

## Qualifications:

- Bachelor's Degree in related field, Electrical Engineering degree is a plus.
- 7 years successful electrical project management experience (large job experience and OSHA 30 a plus)
- Must have experience with electronic bidding software.
- Must have prior experience in electrical estimating.
- Must have practical Electrical/General Construction field knowledge and/or experience
- Ability to read and interpret blueprints / construction drawings
- Prior working knowledge of Microsoft Outlook, Excel, Word
- Positive attitude and productive work ethic and the desire to work as part of a team
- Motivated, independent, and high level of responsibility.
- Integrity, honesty, and responsibility with a desire to contribute to a team.
- Proven ability to multi-task in a fast-paced environment
- Excellent organizational, follow up skills, and clear communication skills
- Knowledge of Electronic Bidding Software is a plus
- Strong aptitude to work within deadlines
- Must be able to follow the Company processes and procedures with minimum supervision

*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.*