

JOB TITLE: ASSISTANT PROJECT MANAGER

SCOPE OF WORK: Work will consist of assisting the Project Manager in all of his/her duties. This may include working in the office or in the installation, alterations, additions and/or repairs of electrical systems, conductors and associated materials and equipment within the electrical construction industry. The assistant Project Managers position may at times be temporary depending on the project.

RESPONSIBILITIES: Assist the Project Manager in working with the General Foreman or Forman. Assist with the layout of the working estimate and take-off. Layout the work and be responsible (with the General Foreman) for having the material, tools, equipment, information, and employee requirements on the jobsite, in the proper place, in a timely fashion (schedule/manloading charts). Help with any correspondence and forms required by the office, i.e., daily reports, time tickets, safety reports, accident reports, etc. Monitor the work being done, direct the Foremans to have the work scheduled according to the pace of the job and other trades. The assistant Project Manager must effectively utilize management skills in directing supervision of Foreman and crew along with coordinating crew activities within the scope of their duties. Will be trained to read and understand contracts, specifications, write purchase orders, subcontracts, and change orders. Must become fluent on the use of Expedition software. Must be able to do estimates and change orders using estimating software and by hand. Assistant Project Managers will assist in generating a schedule of values for the project and provide applications for payment to accounting on or before the billing date. Assistant Project Managers may be required to work in the field to assist in other work activities. The Assistant Project Manager will assist in the responsibility for completing the project on time and under budget and maintain Eckstine Electric quality of work at all times.

POSITION REQUIREMENTS:

LICENSES: Current Driver's License and have own transportation,
(most job sites are not always served by public transportation).
Electrical License: Current Journeyman

EDUCATION: High School Graduate, holder of GED, and or equivalent training.
IE: Degree in Engineering, Construction Management, Business etc.

CONTINUING EDUCATION: Update job and management skills.

EXPERIENCE: Minimum of one year experience as a journeyman electrician.

WORKING CONDITIONS:

1. Job requires working in all elements, depending on job location, time of year, heat, cold, rain or snow.
2. Must be able to utilize construction site sanitary facilities (Porta-Johns).
3. Must have required personal tools with them at all times (waist tool belt as worn weighs approximately 30 lbs.).
4. Work from all type ladders (step ladders up to 14', "A" frame ladders and all size extension ladders and carry and relocate up to 12' step ladder by one's self.
5. Employee's personal weight and personal tools cannot exceed weight limit of ladder (Class 1 - 250 lbs., Class 1A - 300 lbs.).
6. Perform work at various heights, up to 90' from ladders, scaffolds, aerial lifts, cat walks or other safe work areas.
6. Work in restricted areas (switchgear room, manholes, utility tunnels, crawl spaces, attics).
7. Wear personal protective equipment (hard hat, safety glasses at all times), respirator when needed.
8. Repetitive use of arms, hands and fingers.
9. Able to work 8 hours per day, 40 hours per week, additional hours as required

by project and possible night shifts.

SKILLS:

1. Positively identify colors of wires.
2. Read and draw prints and schematics.
3. Bend conduit by hand with hand benders.
4. Must use all power tools, saws, threaders, wire tuggers, hydraulic benders, and knockout punches.
5. Capable of digging trenches, either by use of hand tools or power equipment.
6. Operate equipment, trenchers, back hoe, lift trucks in a safe manner.
7. Practice and comprehend safe work procedures as outlined in Company Safety Policy Handbook, Haz-Com Policy, and Lockout/Tagout Policy.
8. Operate two (2) handed tools/equipment, cable cutters, hammer drills, compression tools, jack hammers.
9. Operate company trucks with manual and automatic transmission.
10. Read and interpret maps, instructional manuals, specifications, work site directions, blue prints and written instructions.
11. Work energized circuits and equipment with company management approval as outlined in Safety Policy.
12. Supervise assigned job site and employees to completion of project.
13. Familiarity with PC and spreadsheet programs.
14. Ability to work effectively with minimal supervision and to take initiative in problem solving.
15. Willingness to assist other office employees when needed and to perform other duties as required.
16. Ability to complete assigned workload.
17. Managing extensive phone calls with vendors.
18. Must have good PR skills.
19. Have the ability to read and understand contract documents. This would include the contract spec book and the drawings.

PHYSICAL FUNCTION:

1. Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach over head.
1. Lift 51 pounds.
2. Tolerate continual movement on your feet.
3. Climb ladders (all types).
1. Complete overhead work for full day assignments.
1. Must be able to make transition from employee parking area or street into construction work areas and to gain access to all levels of the building, even if the only means of access is by OSHA approved site construction ladder or stairs still under construction but acceptable for use.
7. Possess good vision (normal or corrected).
8. Responsible for securing tools and materials from storage areas to complete their assigned tasks.

PROMOTION: Decided by management