

POSITION DESCRIPTION - Project Manager

A. MAJOR JOB DUTIES

GENERAL

1. Initiate billing extracts and schedules of fee payment for jobs in progress. Review same with principal(s).
2. Assist principal(s) in budgeting, scheduling and quoting new projects.
3. Monitor potential projects and coordinate with principal(s).
4. Function as a single point of contact with the client.
5. Attend architect/client meetings.
6. Coordinate project, start to finish.
7. Maintain in-house cost control throughout project.
8. Monitor job progress of each staff member and plan work on day and week task basis for self and staff through principal(s).
9. Coordinate and update Budgetary Cost Projections through all phases with principal(s).
10. Promptly respond to all telephone and email inquiries (within 2-4 hours).
11. Author and maintain accurate and complete notes of all meetings, telecoms and activities.
12. Distribute minutes, notes and memos if KSG is the prime.
13. Produce own documents and letters.
14. Capable of performing field surveys with proper protective clothing.
15. Capable of reading and understanding meter multipliers.

PRE-DESIGN PHASE

1. Attend initial job interview where appropriate.
2. Develop project program.
3. Work with customer and architect in determining project requirements.
4. Assemble resource data (i.e. existing drawings, photos, records, etc.)
5. Prepare overall project schedule/time line and develop in-house budgets by group responsibility.
6. Arrange for initial Budgetary Cost Projections and updates as required.
7. Set up and maintain project plan file folders.
8. Develop and review criteria for Owner-Engineer or Architect-Engineer relationship with principal(s).

DESIGN/CONTRACT DOCUMENT PHASE

1. Attend design meetings with customer and architect.
2. Coordinate electrical design issues with other disciplines including architectural, structural, mechanical, plumbing, controls, elevator, tele/data, security, and signals.
3. Prepares minutes of design meetings for distribution.
4. Prepare cost estimates for design.
5. Perform code review and resolution of problem areas.

6. Meets with building and safety, inspectors and fire department to interpret code requirements prior to detailed design.
7. Assists in field data collection and direct others in the collection of data.
8. Contact utilities for coordination of service requirements.
9. Produce panel schedules and load calculations using office standard software.
10. Prepare installation details for specialized equipment.
11. Prepare specifications.
12. Coordinate work of CAD/BIM operators and other designers to meet project deadline requirements.
13. Submits documents to local, state and federal agencies for approval as required.
14. Respond to plan check comments either through design revisions, resolution of conflicts or variance.

BIDDING PHASE

1. Fill out bid documents register.
2. Handle contractor inquiries during bidding.
3. Prepare and distribute addenda.
4. Prepare bid opening summary.
5. Attend the bid opening.
6. File and distribute bid summary.

CONSTRUCTION ADMINISTRATION PHASE

1. Coordinate job progress with Architect and Owner.
2. Attend building committee/client meetings periodically.
3. Review and comment on equipment submittals with a goal of three day turnaround.
4. Review and comment on test reports with a goal of three day turnaround.
5. Review and answer requests for information with a goal of two day turnaround.
6. Review and comment on Contractor change order estimates and invoices.
7. Attend project walk through inspections and prepare punch lists.
8. Attend and assist in start-up operations.

B. DIRECTION OF OTHERS

1. Provide technical assistance to designers and engineers in the performance of their work.
2. Assist with the development of designers and engineers.
3. Coordinate work of draftsmen, CAD operators and other designers to meet office deadline requirements.
4. Clearly and promptly distribute information to the design team.
5. Foster a team environment in all staff matters.

C. DIRECTION RECEIVED

1. Minimal direction required.
2. Work under the supervision of the principal.

D. EDUCATION REQUIRED

1. Four (4) year college education (BA/BS or equivalent).

E. EXPERIENCE REQUIRED

1. Fifteen (15) years in design and support of electrical systems.
2. Detailed working knowledge of the National Electrical Code.

LOCATION: GLENDALE, CA OR THOUSAND OAKS, CA