



Electrical Project Manager / Estimator

M-W Electric Inc. has 25 years of experience in Electrical Construction and contracting services. Our offices are located in Red Springs North Carolina. We are looking for Electrical Estimator/Project Manager

Electrical Estimator/ Project Manager Responsibilities:

- Coordinates with electrical journeymen and apprentices under his/her direction.
- Electrical Estimator Responsibilities include development of all journeymen, apprentices and material handlers in the ***new school electrical construction of projects*** under his charge.
- Be able to understand construction drawings, plans, and specifications and have knowledge of construction sequencing as well as scheduling capabilities
- Must be able to take direction from their Superintendent, be able to delegate those duties to all others
- Knows the approximate estimated time that was budgeted to do each task, and whether it can be done most efficiently with one worker, two, or a larger crew
- Knows the electrical code in effect on the job and keeps applicable national, state, and municipal code books on the job.
- Preparing the site and liaising with other construction professionals such as architects, engineers, buyers, and surveyors before construction work starts.
- Developing the program of work strategy for organized completion of project
- Planning ahead to prevent problems on site before they occur
- Planning the delivery and storage of equipment and materials
- Making safety inspections of the site when work is underway and ensuring regulations relating to health, safety, and the environment are adhered to.
- Communicating with the client, suppliers, subcontractors, and the workforce
- Meets with Operations Manager and reviews activity to determine changes in programs or operations as needed. Implements and follows-through on such changes
- Attends all meetings with other managers, owners, architects, engineers, and weekly meetings with staff
- Is responsible for billing of projects, close-out procedures, final inspections, and billing
- Acts as a public relations figure and constantly promotes the company's image.
- Knows the electrical code in effect on the job and keeps applicable national, state, and municipal code books on the job.
- To quote Change Orders on Projects and quote small projects in the field
- To meet Clients and Price Materials/Labor/Equipment for project
- Order Materials for project and coordinate what is needed for field employees for project
- Develop Budget Phase Code and Schedule of Values for project budgets and billing
- Develop a timeline calendar to install projects in a timely manner.

MINIMUM REQUIREMENTS

- Familiar with the NEC
- Has the ability to understand blue prints and electrical one line diagrams
- High School Diploma or GED
- Valid Driver's License
- Amount of Travel required: based on business needs

- Work Schedule: Between the hours of 7 am to 5 pm, Monday through Friday. May vary based on customer demands and **can include, but is not limited to: nights, weekends, and holidays.**

COMPUTER SKILLS

- Proficient with computers to include the utilization of Microsoft programs such as Word, Excel, Power Point and Outlook.

WORK ENVIRONMENT

Typical construction site conditions from underground installations all the way to finished buildings. Varying temperatures and loud noises.

- Must work on-site
- Must wear appropriate PPE in performing tasks.

Benefits for Full Time Employees

- Health Insurance
- Dental Insurance
- 401K
- Paid Vacation and Holidays.
- Drug Screening required