



**Title: Project Manager**  
**Department: GK**  
**Position Code: PE**

**FLSA Status: Exempt**  
**Reports to: Division Manager**

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**Summary:** The Project Manager will assist and support Engineering, Estimating, Project Management and Field Operations in planning, directing, and coordinating designated project activities to ensure all goals and objectives are met. The Project Manager will learn all facets of the electrical engineering/construction process to allow progression to the position of estimator, and project manager.

**Essential Duties and Responsibilities:**

**Engineering Support** - an Engineer identifies and develops appropriate electrical design that meets project and code requirements. Consideration to safety, quality, and cost is important for Grand Kahn to succeed in Design Build opportunities. Your responsibility will be to:

- Assist with electrical system design that will include, but not be limited to: lighting and power layouts, distribution one-line diagrams, service calculations, Fire Alarm, Tele/Data, and Audio/Visual systems.
- Define project electrical design and code requirements.
- Tailor electrical specifications to coincide with project requirements.
- Work with and manage strategic partners to support design process.
- Develop drawing markups for construction and As-Built drawings for CAD implementation.

**Estimating Support** – an Estimator prepares comprehensive, accurate and competitive cost estimates to allow Grand Kahn the greatest opportunity to achieve successful award of potential projects. Your responsibility will be to:

- Develop bid strategies whether competitive or negotiated (preconstruction).
- Formulate accurate budgets.
- Review all bid documents and develop estimates using Accubid. Develop RFI's as required.
- Conduct jobsite walkthroughs to verify actual field conditions.
- Develop a list of qualified equipment vendors and subcontract bidders as required per project. Communicate with equipment vendors and subcontract bidders to increase coverage if necessary.
- Receive and analyze equipment vendor and subcontractor bids as they relate to drawings, specifications and scope of work.
- Create "estimate-to-build" system design layouts to develop accurate estimates, and in turn support construction when awarded projects.
- Prepare electrical cost-saving alternatives and value engineering options for clients.
- Take part in client presentations when required.
- Participate in preconstruction job turnover process.

**Field Support** – a Foreman administers all Grand Kahn field responsibilities to achieve project goals within the project schedule and at the highest standards of quality project. Your responsibility will be to assist field operations staff to:

- Procure materials and assemble / distribute a two-week look-ahead schedule that coincides with the detailed master construction schedule. Participate in Subcontractor meetings to coordinate activities.
- Initiate a project safety plan and monitor EH&S initiatives. Walk jobsite daily to review conditions / progress and assist in completing audits, inspections and daily logs.
- Initiate job specific QC plan and monitor initiatives. Review plans and specs. Maintain construction documents on site by logging the drawings, sketches and bulletins. Post and process ASI's, bulletins, CCDs, etc. Participate in coordination



and pre-installation meetings. Ensure final inspections and tests are timely. Generate field documentation to assist the LEED Project Coordinator in final submission to approving authorities.

- Monitor budgeted versus actual cost.
- Generate punchlist, and follow up with foreman or subcontractor(s) to ensure timely completion.
- Work on site and interact with clients, owner's reps or end users/unit owners as required by a project.

**Project Management** - a Project Manager administers all contractual responsibilities to ensure all goals and objectives are met. They participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Your responsibility will be to assist project management staff to:

- Monitor and achieve goals to include overhead, profit, general conditions, total client satisfaction and profit projections / job cost maintenance.
- Monitor a detailed electrical construction schedule utilizing Asta. Track critical dates of all activities affecting the project completion (Owner, Architect, Consultants, Contractor, Subcontractors, Municipalities, Equipment Suppliers, Site Due Diligence, etc.) and provide updates as required.
- Obtain permits, insurance and bonds.
- Review and process submittals, shop drawings and RFI's. Follow up with architect / equipment vendor / subcontractor to expedite approvals. Establish, maintain and update logs that meet Company or Owner's specifications.
- Coordinate and/or participate in pre, weekly (e.g. OAC, MEP Coordination, Pre-installation, etc.) and post construction meetings. Prepare meeting minutes. Outline all items discussed, indicating the status of each, and assign responsibility and date for completion of open items. Coordinate MBE / WBE compliance monitoring, update and report as required.
- Negotiate with and procure Subcontractors and Suppliers. Generate subcontracts / purchase orders, and gather and review monthly applications for payment. Track status on subcontracts, insurance and bonds.
- Generate and maintain project documentation for BIM (Building Information Modeling). Conduct model mediation /clash detection.
- Review LEED construction deliverables that correspond to the electrical trade for LEED seeking projects.
- Determine work completed to date, on a project, and generate monthly billings / sworn statement to owner.
- Verify, price and prepare change order documentation. Maintain change order log to review weekly status of changes.
- Project completion closeout documentation. Compile as-built drawings, warrantee letters, O&M manuals, and other documents to complete the closeout package.
- Ensure correct setup and maintenance of filing and archiving systems.

**Leadership Competencies:**

- Results Oriented
- Customer Centered
- Two-way Communication
- Building Relationships
- Critical Thinking and Decision Making
- Adaptability and Change Leadership
- Technical/Functional Expertise

**Supervisory Requirements:** This position has no supervisory responsibility.

**Education / Experience Requirements:**

Bachelor's degree from four-year college or university in engineering, construction or architecture related fields; or, equivalent training and related experience.

Prior industry experience as a Project Engineer or Intern preferred; field and/or estimating experience is a plus.

Understanding of basic construction technologies such as: scheduling software, financial comprehension, digital model navigation; ability to read and understand blueprints is a must.



Awareness of project management and accounting software; Viewpoint is a plus.

Ability to read, analyze, and interpret drawings and specifications, business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, peers, and the general public.

Ability to work mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

Familiarity with Microsoft Office Suite, estimating, scheduling and job costing software.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Certifications, Licenses, Registrations:** Must have a valid driver's license.

**Physical Demands:** Representative of those an employee encounters while performing the essential functions of this job.

The employee is consistently required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms, and, stop, kneel, crouch or crawl. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability to travel when required.

**Work Environment:** Representative of those an employee encounters while performing the essential functions of this job.

The employee is occasionally exposed to outside weather conditions. The noise level in the office work environment is usually quiet. However, on a project site the environment is occasionally loud.

**Limitation and Disclaimer:** The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and / or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

**Employment-at-Will:** This document does not create an employment contract, either express or implied. All employment is employment-at-will.