



## **Senior Project Manager**

Do you have project management, estimating and electrical contracting experience? Does overseeing construction projects excite you? Are you detail oriented, organized and quality driven? If so, we want to hear from you.

Milne Electric Inc., an established electrical contractor located in Monroe is searching for an experienced **Senior Project Manager**. This position is responsible for the overall direction, completion, and financial outcome for several small to medium projects or on one very large project. The Senior Project Manager will lead and manage a team of project managers, and assistant project managers to deliver exceptional results for our clients. The position will proactively develop new business opportunities and relationships with current and potential customers. The ideal candidate is driven, has great communication skills, able to handle multiple high level projects and eager to take on challenges.

Milne Electric Inc. was established in 1990 and continues to grow as a reliable electrical contractor with high ethical standards. The scope of projects include public, private, new construction and renovations. Milne Electric Inc. is a technologically innovative company utilizing the most current construction related techniques and software.

### **Key Responsibilities of the Senior Project Manager:**

- Establish project objectives, policies, procedures and performance standards within boundaries of corporate policies. Put these in clear concise work statement for the field.
- Effectively supervise a staff in the day to day administration of a job, or supervise two or more Project Managers and or Project Engineers in their daily tasks.
- Train and effectively supervise Project Managers and or Project Engineers in the company philosophy and systems.
- Negotiate and supervise the preparation of all change orders on the project.
- Maintain all logs required to track the progress of the project.
- Train and effectively supervise a Project Assistant in the maintenance of project required tracking devices.
- Maintain liaison with prime client and A/E to facilitate construction activities.
- Monitor construction activities in conjunction with the onsite Foreman and Area Superintendent to ensure project is being built on schedule, and within budgets.
- Investigate any potentially serious situations and implement corrective measures within company guidelines, and under supervision.
- Represent company/project in meetings with client, subcontractors, etc.
- Prepare monthly costing reports.
- Manage financial aspects of contracts (progress billing, rental equipment, income/expenses) to protect the company's interest and simultaneously maintain good relationship with the client.

### **What the Successful Candidate will have:**

- Bachelor's degree (Construction Management is preferred).
- Minimum 10 years' experience in project management, preferably in electrical construction.
- Knowledge of construction technology, scheduling, equipment and methods required.
- Must understand how to read architectural, structural drawings (Mechanical & Electrical).
- Drafting experience with AutoCAD MEP 3D, Revit, and/or Navisworks preferred.
- Proven experience mentoring and managing others.
- Business development/heavy client interaction a plus.
- Extensive knowledge of safety protocols and procedures.

- Proficient in using a computer and Microsoft Office (Outlook, Word, Excel, etc.); McCormick estimating system experience or similar.
- Ability to prioritize and manage multiple tasks, changing priorities as necessary.
- Ability to work under time pressure and adapt to changing requirements with a positive attitude.
- Effective oral and written communication skills as required for the position.
- Ability to be self-motivated, proactive and an effective team player.
- Ability to interact effectively and professionally with all levels of employees, both management and staff alike, vendors, clients, and others.

**Milne Electric has Outstanding Benefits including:**

- Competitive compensation
- Generous paid time off and holidays
- Health & Vision insurance
- 401(k) plan with company match
- Growth opportunities

If this position sounds like the right fit for you, submit your resume, cover letter and salary requirements to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).