



**Job Title:** Project Manager

**Opening Date:** April 2024

**Position Type:** Full-time

**Compensation:** \$80k-120k

**Location:** Beaverton, OR

## **Job Description**

As Project Manager at Steele Electric, you will play a pivotal role in orchestrating the successful execution of projects, collaborating closely with cross-functional teams including project engineers, coordinators, accounting, field personnel, and sales. Responsibilities will encompass resource management, fiscal oversight, documentation, quality control, and project closure.

## **Duties and Responsibilities**

### *Resource Allocation and Work in Progress (WIP):*

- Collaborate with Field Supervisor to staff projects appropriately based on skill levels and experience.
- Communicate scheduling and expectations to field personnel, customers, subcontractors, inspectors, and utilities in conjunction with Coordinators.
- Provide field team

### *Inside Sales Support:*

- Assist in generating RFCs and COs for the customer and sales team, and communicating with field staff.
- Collaborate with sales or field team to develop estimates, ensuring alignment with qualifying criteria established by management.

### *Purchasing Management:*

- Work with estimators and purchasing to develop Bills of Materials (BOMs) and coordinate purchasing activities.
- Coordinate with project team and warehouse staff to procure, track, stage, and deliver materials for projects.
- Facilitate the acquisition of permits and utilities as needed.
- Provide support to electrical service and project teams in managing purchasing and vendor relations.

### *Document Management:*

- Review, comprehend, and communicate bid materials, submittals, specifications, and timelines to the project team.

- Maintain up-to-date plans and job documentation accessible to the project team.
- Produce or approve and oversee submittal information.
- Track and address Requests for Information (RFIs), punch list items, delays, etc.
- Collaborate with the project team to compile and distribute all close-out documentation, including Operation & Maintenance (O&M) manuals, warranty letters, and final billing.

*Financial Management:*

- Track project budgets and purchase orders.
- Manage change orders effectively, timely, and per customer requirements.
- Review billing processes regularly.
  - Communicate job progress and % complete to billing staff on a regular basis.
  - Review financials and trigger job close paperwork for billing staff in a timely manner.
- Conduct comprehensive job close reviews.

*People Management:*

- Cultivate and nurture professional, cooperative relationships with field, administrative, sales, and customer stakeholders.
- Serve as a mediator for conflicts related to schedules, priorities, and departmental needs.
- Establish and maintain strong vendor relationships.
- Provide feedback to team members regarding what went well and what didn't to help continually improve our processes and performance.

**Qualifications and Education Requirements**

*Level 1*

- Education: High School Diploma or GED with relevant experience.
- Experience: 0 – 2 years in a comparable role within the industry or 2 – 5 years in a similar role outside of the industry, or 5+ years in a support role with demonstrated organizational skills and reliability.

*Level 2*

- Education: Bachelor's Degree or equivalent experience.
- Experience: 2 – 5 years in a comparable role within the industry or 4 – 10 years in a similar role outside of the industry, or 10+ years in a support role with proven organizational skills and reliability.

### *Level 3*

- Education: Bachelor's Degree or equivalent experience.
- Experience: 5 – 10 years in a comparable role within the industry or 10+ years in a similar role outside of the industry, or 15+ years in a support role with proven organizational skills and reliability.

### **Preferred Skills:**

- Strong understanding of the electrical trade, safety protocols, electrical theory, and common materials.
- Ability to foster positive relationships with customers and colleagues.
- Exemplary representation of Steele Electric's values: excellent customer service, appreciation of employees, teamwork, and ethical business practices.
- Capacity to work independently and collaboratively across various organizational levels.
- Aptitude for acquiring, assimilating, and applying knowledge of the trade and company systems.
- Proficiency in computer skills, particularly in Microsoft Suite.
- Ability to maintain composure under pressure and tight deadlines.
- Proficiency in identifying and resolving system anomalies.
- Willingness to undertake additional responsibilities as required.

### **Benefits**

- Competitive pay, negotiable based on experience\*
- 100% premiums for full-family medical/dental/vision insurance
- Personal time off (PTO) actual starting at 3 weeks per year
- 401K with 6% employer match
- Educational opportunities
- Paid Holidays

\*Variable pay plans may be available per compensation agreements

### **Application Instructions:**

To apply, please submit your resume and cover letter detailing your relevant experience and qualifications to [jobs@nwsteele.com](mailto:jobs@nwsteele.com), subject line: Electrical Project Manager. We look forward to reviewing your application.