



## Electrical Project Manager

### Job Scope

The Electrical Project Manager oversees and manages electrical projects from initiation to completion. This role involves planning, coordinating, and executing electrical projects, ensuring compliance with specifications, budgets, and timelines. In addition, the Electrical Project Manager collaborates with internal teams, subcontractors, and clients to deliver high-quality electrical installations and systems.

### Responsibilities

- Collaborate with stakeholders to define project scope, objectives, and deliverables.  
Develop detailed project plans, including schedules, budgets, resource allocation, and procurement needs.  
Coordinate with engineering and design teams to ensure accurate electrical designs and specifications.  
Create project documentation, including the scope of work, contracts, change orders, and project reports.  
Manage project execution, ensuring project plan adherence, budget, and timeline.  
Coordinate and supervise internal teams, subcontractors, and vendors involved in electrical installations.  
Monitor project progress, identify risks, and implement mitigation strategies.  
Conduct regular site visits and inspections to ensure quality control and compliance with electrical standards.  
Develop and manage project budgets, including material and labor costs.  
Monitor project expenses, track costs, and implement cost control measures.  
Conduct regular safety meetings and inspections to mitigate risks and promote a safe working environment.  
Monitor and maintain quality standards throughout the project lifecycle.  
Maintain accurate project documentation, including drawings, specifications, and project records.  
Generate progress reports, project status updates, and other project-related documentation.  
Prepare and deliver presentations to stakeholders, including clients and senior management.  
Conduct project closeout activities, including final inspections, documentation, and lessons learned.  
Review and approve subcontractor and vendor invoices and change orders.  
Identify opportunities to optimize project costs without compromising quality and safety.  
Coordinate and allocate resources, including manpower, equipment, and materials.  
Communicate and collaborate with internal teams to ensure adequate resource availability.  
Manage subcontractor relationships, including bidding processes, contract negotiations, and performance evaluations.  
Facilitate effective communication and coordination between project stakeholders.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Act as the primary point of contact for clients, subcontractors, vendors, and internal teams.  
Communicate project progress, updates, and changes to stakeholders promptly and effectively.  
Manage stakeholder expectations, address concerns, and resolve conflicts as they arise.  
Build and maintain strong relationships with clients, subcontractors, and suppliers.  
Ensure compliance with health, safety, and environmental regulations and standards.  
Implement and enforce safety protocols and best practices on project sites.  
Conduct regular safety meetings and inspections to mitigate risks and promote a safe working environment.  
Monitor and maintain quality standards throughout the project lifecycle.  
Maintain accurate project documentation, including drawings, specifications, and project records.  
Generate progress reports, project status updates, and other project-related documentation.  
Prepare and deliver presentations to stakeholders, including clients and senior management.  
Conduct project closeout activities, including final inspections, documentation, and lessons learned.

## Requirements

- Proven experience (typically 5+ years) in electrical project management, preferably in the construction industry. Bachelor's degree in Electrical Engineering, Construction Management, or a related field is preferred.  
Strong knowledge of electrical systems, installations, and industry standards.  
Solid understanding of project management principles, methodologies, and tools.  
Familiarity with electrical design, codes, and regulations (e.g., NEC, IEC).  
Proficiency in project management software and tools.  
Excellent organizational and time management skills.  
Strong leadership and team management abilities.  
Effective communication and interpersonal skills.  
Ability to work under pressure and meet project deadlines.  
Professional certifications (e.g., PMP, Certified Electrical Project Manager) are a plus.