



## Project Manager, Technology

### Job Scope

The Project Manager plans, directs, and coordinates designated project(s) activities to ensure that goals or objectives are accomplished within the prescribed time frame and funding parameters and by performing the following responsibilities personally or through subordinates. The primary function of the project manager is to oversee production, audit, and control costs on all assigned projects.

### Responsibilities

- Field productivity and quality workmanship.  
Create, monitor, control, and report on budgets and profitability.  
Develop project staffing plans to include labor and subcontractors.  
Estimate, negotiate, procure, and coordinate all vendors, equipment, and materials.  
Thorough and complete documentation in project folders.  
Billing and accounts receivable collections.  
Manage, train, motivate, and continuously improve team members.  
To assure the project's success, continually build, develop, and grow vendor and subcontractor relationships throughout the entire process.  
Sales of service projects and adherence to sales growth and profit budgets.  
Maintenance of service dispatch within FSG platforms.  
Annual performance evaluations of all supervised field personnel.  
Oversee participation in all aspects of job site safety and adherence to OSHA standards. Ensure maintenance and good stewardship of fleet vehicles, equipment, and tools. Estimating and producing quotes for customers.

### Requirements

- At least five years of field experience in Project Management, Project Engineering (or related).  
A bachelor's Degree in architecture, Construction Management, Mechanical Engineering, Project Management, or Business is preferred. Alternatively, individuals with equivalent field experience are welcome to apply (associate degree + 8 years of field experience, e.g.).  
Experience and up-to-date knowledge of best practices related to Lighting Retrofit and Utility Savings projects.  
Experience working with local vendors and subcontractors is highly preferred.  
A highly self-motivated and ambitious individual. A person with a high sense of urgency and a proactive approach to problem-solving.  
Financial planning and budget experience with the ability to develop a business case.  
Excellent oral/written communication and presentation skills, Professional presence. Strong computer skills with the Microsoft Office Suite (especially Excel).

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.