



<https://www.mazzeielectric.com/project-manager-victoria/>

## Project Manager – Victoria

**Employment Type**  
Full Time

### Description

#### Summary

~~Responsible for the project management of electrical projects in the Victoria region. The role involves managing the project from start to finish, ensuring that the project is completed on time and within budget. The role also involves managing the project budget, ensuring that the project is completed on time and within budget. The role also involves managing the project budget, ensuring that the project is completed on time and within budget.~~

**Job Location**  
Victoria

#### Expectations

- To bring decisive, focused leadership.
- To be results driven.
- To speak up and challenge when you disagree.
- To be accountable to yourself and your co-workers.

**Date posted**  
May 10, 2018

#### Required Qualifications:

- Electrical Journeyman certification and/or past Electrical Project Management
- RFI's, submittals, the tasks of project administration, strategic management including
- Excellent knowledge of industry products, practices and standards.
- Strong time management skills, specifically the ability to multi-task and
- Possess superior MS Word, Excel and Outlook skills.
- Strong verbal and written communication skills.

#### Skills & Experience

#### Job Specifics

- Manage all financial aspects of projects through on-going job forecasting.
- Obtain permits and licenses from appropriate authorities.
- Coordinate pre-construction meetings to ensure successful handoff from
- Determine the budget (manpower, equipment and materials) from start
- Collaborate with prefabrication and design departments.
- Set clear goals and expectations to foreman.
- Plan all construction operations and schedule intermediate phases to ensure
- Evaluate progress and prepare detailed reports.
- Negotiate and resolve all customer concerns.
- When necessary, estimate change orders for assigned projects.
- Manage all jobs closeout procedures.
- Conduct post project reviews to determine areas for future improvement.
- Provide coaching/counseling to foreman.
- Develop/maintain network of professional relationships within our industry.
- Prepare and conduct foreman meetings for your area.
- Ensure adherence to all health and safety standards and report issues.