

Project Manager, Electrical & Mechanical

An Oakland, CA-based professional consulting firm seeks a full-time, skilled project manager to support transit construction projects through March 2018.

If you are good at multitasking, have the ability to manage your time well, and want to work with and support a wide variety of people, this job is for you. The pay is competitive.

The ideal candidate is motivated and will perform, at minimum, the following tasks:

- Design review and oversight of design consultants.
- Manage the design package so it is biddable and constructible
- Oversight of construction management personnel and contractor, and suppliers/vendors, as needed
- Manage the project scope, schedule and budget
- Work closely with Resident Engineer in the areas of construction management, scheduling, procurement, document control, and other essential functions pertaining to engineering design
- Function as daily point of contact to staff, contractors, vendors and external parties at project level
- Perform day-to-day management responsibilities of multiple projects in varying stages of design or construction, including scope and schedule monitoring
- Ensure that all project-related documentation is appropriately filed, updated and accessible to project teams
- Manage and participate in all construction tasks and records management such as change order management, contractor submittal reviews, RFIs, and progress reports; as-built documentation; meeting agendas and minutes
- Actively manage the project during the design process with regards to constructability and multidisciplinary interface coordination and reviews
- Review daily and weekly planning and construction activity of subcontractors, consultants and/or vendors, as required
- Communicate extensively with project team, subcontractor and external parties as required for successful and timely execution of project milestones
- Implement quality control and assurance activities on work \
- Work with various to perform work for the project and
- provide input to construction contracts.
- Work with other departments to understand the scope and provide engineering support to them (e.g. planning, real estate, sustainability, and customer access)
- Support other departments as requested with estimates, concept design, and constructability issues
- Other duties as assigned

Qualifications and Characteristics:

- BS in Electrical Engineering
- Project management experience required
- Minimum five years of experience in multidisciplinary engineering design and construction required
- Prior experience in managing large electrical utility and distribution projects

- Prior experience in responsibility for projects involving multiple disciplines and/or functions across the entire project cycle: preliminary engineering, detailed design, procurement, delivery, construction, commissioning and start up
- Strong decision-making skills
- Strong oral and written communications skills
- Strong interpersonal and leadership skills
- Ability to coordinate and prioritize multiple long- and short-term tasks simultaneously
- Strong organizational, analytical, and problemsolving abilities
- Familiarity with contractual and construction management terms
- Medium- to high-voltage electrical distribution, transmission, lighting upgrades, fire alarm, and construction experience preferred
- Professional Engineering (PE) License preferred
- Project Management Professional (PMP) Certification preferred

You must use the link below to apply and submit a cover letter describing/detailing why you are the ideal candidate for this position, and your resume, and your salary history/requirements. Submit your documents in Microsoft Word format ONLY. We will not consider pdf documents or incomplete submittals.

[APPLY](#)