**Position Summary:  
The Commercial Electrical Inhouse Project Manager/Estimator position will provide overall management for multiple large projects to plan, schedule, adjust, and maintain timelines in a fast-paced construction environment while maximizing resources and optimizing budgets. Monitors the costs at the different stages of the bidding process to ensure it stays within the estimated costs.**

**Essential Functions:  
*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

**Responsibilities of this position include, but are not limited to, the following:**

* **Estimating Electrical projects including: complete takeoffs/designs, plan/specification review, obtaining material and subcontractor quotes in a timely manner, compiling complete scopes, communicating with general contractors.**
* **Manage project through all phases of construction including submittal process, material requests, schedule updates, manpower needs, overall job cost, etc.**
* **Attends required Project Meetings (Start-up, Progress, and Post)**
* **Ensure compliance with all job safety standards and all regulatory agencies**
* **Responsible for project close-out/turnover with General Contractor and initiate and conduct follow up for “in-house” project closeout**

**Other Duties as Assigned:  
*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. In addition, duties, responsibilities, and activities may change at any time with or without notice.***

**Experience and Education:  
Required:**

* **Proficient in Microsoft Office suite of products (Outlook, Excel, Word, etc.).**
* **Experience successfully managing commercial electrical projects**
* **Knowledge of Conest/Surecount, not required but preferred**
* **Intermediate knowledge of Local and National Electrical Code requirements**
* **Experience with commercial electrical layout/design.**
* **Experience with contract documents (contract drawings, subcontracts, contract addendum, specifications, and change orders)**
* **Experience reading, and interpreting construction plans and specifications and applicable Local and National Electrical Code requirements**
* **Knowledge of basic mathematical operations and calculations (e.g., addition, subtraction, multiplication, division, percentages, order of operations) to calculate labor, materials, and/or cost estimates for projects and work orders, etc.**
* **Must possess a valid Driver's license in good standing to meet the company's driving requirements**

**Preferred:**

* **Completion of electrical apprentice program**
* **Journeyman or Master Electrician License**
* **Four plus (4+) years of experience as an in-field commercial electrician**

**Supervisory Responsibilities:  
This position directly supervises employees and carries out supervisory responsibilities in accordance with the organization's policies, procedures, and applicable laws.  
Responsibilities include training employees, planning, assigning, and directing work; appraising performance; managing employees; addressing complaints; and resolving problems.**

**Physical Demands & Work Environment:**

* **Occasionally exposed to a variety of extreme conditions at construction job sites.**
* **This job operates in an indoor professional office or job site environment. May work outside in heat/cold, wet/humid, and dry/arid conditions.**
* **Employees may be exposed to fumes, airborne particles, moving mechanical parts, and vibration. In addition, the employee may occasionally be exposed to various extreme conditions at different work locations.**
* **Employees will be exposed to moderate noise (i.e., business office with computers, phones, printers, and light foot traffic).**
* **While performing the duties of this job, the employee is regularly required to talk and hear. This position is occasionally active and may require standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing throughout the day.**
* **Must be able to move objects that weigh 50 pounds.**
* **Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.**
* **This position routinely uses standard office equipment such as computers, phones, photocopiers/printers, filing cabinets, and fax machines.**

**Position Type, Expected Hours of Work, and Travel:  
This is a full-time position working 40 hours per week. M-F 7-4 (CST)**

**Travel is primarily local (Indiana and Illinois) during the business day.**

**EOE/APP/DRUG-FREE WORKPLACE**

**Job Type: Full-time, In-House (not a remote position)**

**Benefits**

* **401(k)**
* **401(k) matching**
* **Dental insurance**
* **Vision insurance**
* **Health insurance**
* **Life insurance**
* **Paid time off**

**Schedule:**

* **8 hour shift**
* **Day shift**
* **Monday to Friday**

**Experience:**

* **Electrical estimating: 2 years (Preferred)**

**Send your resume to Maegan Dixon at mdixon@centralstateco.com**