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Project Supervisor – Electrical			


Reporting To: Electrical Manager

Primary Objective: Under general supervision, the Project Supervisor is responsible for the overall direction, coordination, implementation, execution, control, and completion of specific projects ensuring consistency with company strategy, commitments, and goals.

Duties and Responsibilities:

The successful candidate will be responsible for performing a variety of project related office and site duties from inception to close-out as listed below:


- Keep Health and Safety as the utmost importance at all times.
- Participate in all pre-construction activities, including pre-bid and on-site meetings, completing the tendering construction phases of the project ensuring all aspects are effectively coordinated and completed within scheduled and meeting the specifications while under or at budget.
- Analyze bid proposals; develop and prepare detailed quotations, project schedules, and estimates.
- Plan, execute, and coordinate work plans for assigned projects for the electrical division and revise as appropriate to meet changing needs and requirements.
- Define the project tasks and resource equipment.
- Obtain all necessary permits and licenses in order to continue with the project.
- Manage day to day operational aspects of the job.
- Resolve issues and facilitate escalation of project performance related problems.
- Obtain approval from the estimating team and the manager of the division before incurring any extra costs during the project.
- Leads or participates in project meetings and/or conference calls.
- Participate in the interpretation of contract Terms and Conditions.
- Manage design/build process, working drawings, and provide recommendations on improvement opportunities, alternative solutions, material selection, and construction disability.
- Coordinate the drawing layouts/detailing for proper job installation.
- Analyze, plan, and schedule project timelines.
- Constantly monitor and report on the progress of the project to all stakeholders.
- Take charge of quality assurance.
- Manage project budget and employee hours.
- Lead or assist with investigations of electrical related issues, including root cause analysis as needed.
- Work with finance department in understanding cost and estimate analysis reporting, and allocation of costs.
- Follow up on unpaid invoices.
- Proactively investigate opportunities for improvements in project scopes that will result in value added change orders.

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- Oversee assigned projects for compliance with specifications, local codes, and installation techniques.
- Use negotiation skills to consistently resolve disputes.
- Minimize our exposure and risk on a project.
- Manage material procurement and logistics processes.
- Ensure projects are in compliance with contract requirements and Superior Boiler Works and Welding Limited standards.
- Develop and maintain viable long-term relationships with customers and subcontractors.
- Organize and attend job progress meetings as required.
- Ensure contractors and subcontractors understand expectations of the project prior to the start date.
- Ensure contractors and sub-contractors have completed and submitted the Contractor’s Safety Package.
- Maintain positive working relationships with operations.
- Manage and supervise employees’ performance as per Company policies and procedures.
- Ensure contractors are aware of their roles and responsibilities concerning safe working procedures and comply with all companywide safety policies and procedures.
- Maintain constant communication with divisional managers in regards to employees’ performance.
- Ensure paperwork for project completion is current, organized and completed (close out documents, contract items, etc.) and stored appropriately.
- Adhere to safety standards, ensuring that employees and subcontractors adhere to safety standards.
- Leads in all facets of project closeout, including; archive of documents, creation of maintenance and warranty manuals, deficiencies, and warranty work.
- Drive to job sites to monitor production and efficiency of technicians and monitor quality control.

Expectations:

- Develop lasting relationships with client personnel that foster client ties.
- Successfully fulfill all key responsibilities of the position.
- Obtain a wide knowledge of the company’s culture and operations.
- Identify, address and resolve issues and problems as or before they occur.
- Develop and maintain positive relationships with clients, subcontractors and suppliers.
- Maintain the highest standards of professional ethics and integrity when representing the company.
- Challenge others to develop as leaders while serving as a role model and mentor.
- Mitigate team conflict and communication problems.

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Skills/Qualifications:

- Considerable knowledge of the Electrical Code.
- Considerable knowledge of occupational hazards and safety precautions of electricity.
- Considerable knowledge of the Occupation Health and Safety Act and its Regulations for Construction.
- Considerable knowledge of applicable union contracts.
- Minimum of 10 years of project supervision experience in the mechanical/construction environment including costing, planning, and scheduling.
- Strong track record of successfully completed projects.
- Exceptional knowledge of Microsoft Office (Outlook, Excel, Project, and Word).
- Capable of reading drawings and schematics.
- A positive attitude, strong teams skills, and display leadership qualities.
- Excellent interpersonal and communications skills, both written and oral.
- The ability to multitask and problem solve in a high pressure work environment.
- A record of outstanding attendance and work performance.
- Honesty, integrity, and work ethics are important characteristics.
- Professional, dependable, detailed, and motivated.
- Knowledge of construction processes (RFI, RFQ, Change Orders, etc.).
- A valid “G” class drivers license with a clean driving record.
- Willing to travel to job sites as required

Working Conditions: May be required to spend long hours and work under pressure. Travel to various construction sites and to meet clients; protective clothing is normally compulsory for such visits. Team environment while using own initiative.

The above statements are to describe the general nature and level of work that will performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. Superior Boiler Works and Welding Limited reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

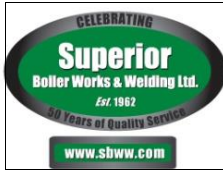
Reviewed by: Gena Lancia

Title: Human Resources Coordinator

Approved by: David DeFaveri

Title: Vice President Field Services

Superior Boiler Works and Welding Limited welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however, only those candidates selected for a screening interview will be contacted.



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HUMAN RESOURCES DEPARTMENT

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Project Supervisor – Electrical

Employee Review:

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the company's needs. I have been given a copy of this description.

Print

Name: _____ Signature: _____

Date: _____