

JOB DESCRIPTION

Job Title: Project Manager
Department: Integration
Reports to: Operations Manager
Employment Class: Full-Time
Pay Type: Exempt
Pay Range: Depending on Experience

SUMMARY

Plans, organizes, directs, and controls project activities required for effective management of installation projects. Supervises installation labor and sub-contractors. Estimates and prices job charges. Works with financial, contract management and other management reports and tools to define project problems to assure project profitability. Is responsible for training and developing employees. Is responsible for the quality of installation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and schedules engineering, installation, and subcontracting activities on large and/or complex systems, or service installed jobs
 - Maintains current job plans and specifications
 - Works with engineering department on design and drafting phases of jobs
 - Coordinates the procurement of materials, supplies and services and controls timely delivery to job site
 - Prepares the project installation plan, manages the plan and prepares and implements job procedures
 - Determines, from review of various information, necessary changes in design, contract price, installation plan or other activity and implements same
 - Maintains construction schedule and coordinates task scheduling with other trades.
 - Selects and monitors the performance of subcontractors
 - Keeps self, superiors and subordinates informed of progress
 - Maintains all records of job status, job changes, material flow and other control records and supervises the preparation and processing of reports for internal and external use
 - May estimate or assist in estimating projects which the company is bidding

- Implements quality assurance program to continuously improve customer satisfaction
 - Present a professional image of Company when speaking to customers (all levels)
 - Develops a relationship with the decision maker of our customer
 - Routinely walks job site to ensure quality installation of Company products
 - Responsible for customer satisfaction on projects

- Monitors job status and controls job costs
 - Provides information to determine labor and material requirements on a monthly basis
 - Assists management in monthly forecasting
 - Ensures proper job management and cost control by reviewing financial statements
 - Supervises the preparation of base data required for monthly job billing
 - Monitors financial and other reports and works with other management tools to define project problems
 - Ensures timecards are accurately filled out, complete with job numbers, phase codes, times adds up, and hours are correct. Also responsible for apprentice's and installers timecard accuracy.
 - Devises a plan of action to remedy problems and implements plan; all to assure project profitability

- Training and development:
 - Studies literature and attends seminars to stay current with regards to products, processes and materials
 - Works with installers on installation procedures and product training for their advancement

- Job Closure
 - Responsible for completing all paperwork, POs are all completed, Notice of Completions (NOC) is sent, and jobs are turned over to Service
 - Job is 100% billed and revenue is taken
 - Job close out report is completed

SUPERVISORY DUTIES: In accordance with applicable Company policies/procedures and Federal/State laws, may perform the following supervisory responsibilities: Interviewing, hiring orienting and training employees; planning, assigning, and directing work; coaching and appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

- Supervises:
 - Installers
 - Apprentices
 - Subcontractors

QUALIFICATIONS AND REQUIRED COMPETENCIES

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and in a timely manner. You must also have:

- Proven track record of project management success
- Three+ years in the audio-visual industry with a manufacturer, rep or integrator
- Five+ years of technology project management
- Bachelor's degree
- CTS-I or CTS-D – NSCA or Cedia equivalent
- PMP certification a plus
- Additional certifications by manufacturer or product a plus
- Three+ years' experience leading and supporting AV projects
- Excellent verbal and written communication skills
- Ability to self-motivate and self-manage time to maintain project timelines, benchmarks and deadlines

REQUIRED EXPERIENCE

- Leading: 3 Years
- Project Lead: 3 Years
- Project Management: 3 Years

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

Project Management Professional (PMP)

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are included in the job description. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties and skills required of employees in this position.
