

POSITION: Commercial Lighting Project Manager

HIRING VP/DIRECTOR: Vice President of Commercial Lighting

DATE PREPARED: December 16, 2021

JOB OBJECTIVES:

Administers, directs and controls the planning and design of projects in the department. Acts as a key independent liaison between outside sales personnel, quotation specialists, warehouse personnel, manufacturers and customers.

1. Organize, plan and schedule start up and completion of projects, working closely with the quotation specialist(s)
2. Establishes goals and priorities for project execution.
3. Manage all financials related to the project, ensuring that the project remains within the determined limits of the profit margin.
4. Monitors performance from vendors and alerts of potential problems.
5. Works to gain cooperation from project stakeholders at all times.
6. Always keep the customer informed at all the times.
7. Monitors the main order, changes, and releases, advising the contractor of important scheduling details.
8. Must copy, organize, and maintain files, handle correspondence, prioritize and execute good judgment, demonstrate initiative and tact with customers and vendor on all levels.
9. Maintain Job Control and Array orders keeping cost and sell in alignment with contractor and vendor.
10. Responsible for Submittal, Operation and Maintenance Manual processes with assistance from Quotations staff.
11. Responsible for RGA, debit, and claim processes with assistance from Quotation staff.
12. Uses MS Outlook/Calendar proactively to monitor events, shipments, etc.

ESSENTIAL JOB FUNCTIONS:

(to attaining job objectives; describe in terms of end result, not process for getting there):

1. Assists Management, or Quotation staff with report maintenance such A/R (accounts receivable) A/P (accounts payable) and or Job Control Financial Summary close outs.
2. Performs other similar or related duties as necessary.
3. Proficient in MS Office, Word, Excel, and MS Outlook/Calendar.
4. Experienced in project management and scheduling concepts and techniques.
5. Excellent customer service skills.
6. Ability to work with little or no supervision.
7. Is a dependable team player.
8. Is detail – orientated, accurate, organized and flexible.
9. Can handle multiple tasks.
10. Is able to work under pressure from deadlines.
11. Exhibits good judgment, determination, and perseverance during difficult processes.

CRITICAL SKILLS/EXPERTISE/LICENSES (Needed for this job specifically): Bachelor's degree

EQUIPMENT / DEVICE OPERATION:

List all computers, or other hardware required to perform this job: Desktop computer workstations	List all computer software: required to perform this job: Company management software, Office management software, – i.e. word processing, spreadsheets, Timeclock entry, Excel, Solar Eclipse	List all office machines required to perform this job: Printers, copiers, telephones
List any other machines (including heavy equipment) required to perform this job: N/A	List all tools involving manipulation that are required to perform this job: N/A	List all vehicles that must be operated to perform this job: None

PRIOR EXPERIENCE WITH ANY EQUIPMENT/MACHINES/SOFTWARE REQUIRED: No

PHYSICAL REQUIREMENTS:

X	Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
X	Bending and Stooping: Bending body downward and forward by bending spine at the waist (6 hours per day)
X	Climbing: Ascending or descending ladders, scaffolding, ramps, poles, and other devices using feet and legs and/or hands and arms. Body agility is emphasized
X	Climbing Stairs: Ascending or descending stairs to gain access to a building or to move from one floor to another
	Crawling: Moving about on hands and knees or hands and feet (___ hours per day)
X	Light Carrying: Physically transporting items weighing less than 15 pounds from one location to another.
	Moderate Carrying: Physically transporting items weighing 15 to 44 pounds
	Heavy-Carrying: Physically transporting items weighing 45 pounds and over
	Fingering: Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
X	Grasping: Applying pressure to an object with fingers (including thumb) and palm
X	Hearing: Ability to hear enough to be able to detect specific noises, proper equipment operation; understand what employees/clients are saying in normal conversation.
	Kneeling: Bending legs at knees to come to rest on one or both knees (___ hours per day)
X	Light Lifting: Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
	Moderate Lifting: Raising objects 15-44 pounds
	Heavy Lifting: Raising objects 45 pounds and over
X	Mobility Requirement: Be able to move throughout the warehouse facilities.
	Pulling Hand Over Hand: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion (___ hours per day)
	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward (___ hours per day)
X	Reaching Above shoulder: Extending hand(s) and arm(s) in any direction

	Repetitive Motion: Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
X	Sitting: Particularly for sustained periods of time
	Standing: (8 hours per day)
X	Visual Requirement: Be able to see and read PC screens; detect color coding, read fine print, and/or normal type size print.
X	Walking: Moving about on foot, particularly for long distances (8 hours per day)
	Additional physical capability requirements:

MENTAL REQUIREMENTS:

	COMPREHENSION
X	Ability to understand, remember, and apply oral and written instructions or other information
X	Ability to understand, remember, and communicate routine, factual information
X	Ability to understand complex problems and to collaborate and explore alternative solutions
X	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
X	Ability to organize thoughts and ideas into understandable terminology
X	Ability to organize and prioritize own work schedule on a short-term basis
X	Ability to organize and prioritize own work schedule on a long-term basis
X	Ability to organize and prioritize work schedules of others on a short-term basis
X	Ability to organize and prioritize work schedules of others on a long-term basis
	REASONING and DECISION MAKING
X	Ability to apply common sense in performing job
X	Ability to make decisions which have moderate impact on immediate work unit
X	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
X	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
X	Ability to understand and follow basic instructions and guidelines
X	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
X	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
X	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
X	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
X	Ability to make informal presentations, inside and/or outside the organization.
X	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
X	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
X	Ability to do detailed work efficiently and calmly under pressure and deadlines
X	Ability to communicate effectively and politely with co-workers, clients, customers and the public

	MATHEMATICS
	No mathematical ability is required
X	Ability to count accurately
X	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
	Ability to compute, analyze, and interpret numerical data for reporting purposes
	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional mental capability requirements: