

Hill's Electric, LLC
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Frankfort, Kentucky 40601
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www.hillselectric.net

Position: Project Manager

5 years minimum electrical/ construction experience required.

Working hours as required for successful completion of projects. Based out of Frankfort office, but will travel. Saturdays and overtime is a must and salary will be based on experience. An electrical license is not required, however, is a plus.

Job Responsibilities:

- Monitor, track and control outcomes to resolve issues, conflicts, dependencies and critical path deliverables
- Manage all aspects of multiple related projects while working with project foreman to ensure installations are completed in a quality and efficient manner
- Develop and manage all aspects of project from planning, external vendor relationships, communications, resources, budget, change, risks and issues
- Provide sales support in project estimating/quoting new work
- Manage project scope and changes while assisting with quoting change orders and repairs outside of project scope of work
- Maintain customer satisfaction and develop relationships with the goal to expand/grow customer base and future potential work
- Report progress on a weekly and monthly basis of job status
- Mentor and develop internal employees to improve field installation practices and abilities
- Manage and direct assigned employees within the department
- Maintain personal appearance and company vehicle as a reflection of professionalism
- Maintain a professional positive attitude and represent the company in the professional positive manner
- Provide on-site leadership for project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones
- Manage all aspects of multiple related projects to ensure the overall achievement of strategic objectives
- Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence
- Participate in establishing practices, templates, policies, tools and partnerships to expand and mature these capabilities for the organization
- Monitor staff performance and complete performance reviews
- Provide status reporting regarding project milestones, deliverable, dependencies, risks and issues, communicating across leadership
- Understand interdependencies between technology, operations and business needs

- Manage ongoing quality control and participate in quality issue resolution
- Assist in dispute, negotiation, arbitration or litigation, as needed
- Delegate tasks and responsibilities to appropriate personnel
- Other duties as needed to help establish and grow the company within the industry.

Employee benefits and other particulars:

Choices exist for employees and their dependents in medical insurance and 401K. We offer paid vacation and company holidays. A company truck and gas card will be provided. A company laptop and tools will be provided as required. All requests for time off must be approved in advance by your direct report or another member of management.