

L² Construction Management Solutions

JOB DESCRIPTION

Job Title: Customer Program Manager

Reports To: Account Manager

Date Position Description was updated: 08/2017

FLSA Status: Non-Exempt

Summary of Position:

The Construction Engineer's responsibilities will include but may not be limited to: Development and execution of project plans and schedules to execute scope safely, efficiently, and cost effectively; Monitoring project performance (cost, schedule, scope changes, safety, and quality); Identifying resource requirements such as manpower and equipment; As well as other duties as required to accomplish the objectives of the position.

Essential Functions and Responsibilities:

- Is 100% dedicated to safety.
- Ability to lead office, contractor and IBEW personnel.
- Schedule and coordinate meetings.
- Create and foster a safe work environment by maintaining an absolute commitment to safety for self and others.
- Leads by example.
- Coordinate with contract construction supervisors and crews.
- Analyze contractor progress and cost requirements.
- Knowledgeable in electric construction techniques.
- Works well with other construction specialists. Shares responsibilities and projects in order to achieve 100% compliance to PG&E specifications and guidelines.
- Meet with governing agencies to manage permitting issues.
- Ensures accurate documentation of billing, time payments, closing jobs, inspection records, and change orders.
- Speaks and writes clearly, concisely, and directly. Provides and accepts feedback and suggestions.
- Leads weekly construction and progress meetings with PG&E and contract work groups.
- Keeps superintendents and supervisors up to date on current and future projects.
- Attend project meetings.
- Evaluates, selects and applies standard techniques, procedures and criteria to perform technical tasks, field tasks, studies and analysis with ongoing review from project team management.
- Prepares and generates routine reports and correspondence.
- Organizes field work and assigns tasks to staff.
- Contacts vendors, and researches literature and regulatory requirements.
- May assist in the estimating process.
- Contract management.
- Project related financial management (i.e. forecasting, accruals).
- Safety audits and reporting.
- Program reporting.

Desired Minimum Qualifications:

- This position requires effective oral and written communication skills, excellent interpersonal skills and strong computer literacy. Good problem-solving skills and the ability to multi-task are essential. Must be a self-starter and have the ability to organize and prioritize work.
- Bachelor's Degree in Construction Management, Engineering, or equivalent combination of related education and experience.
- Prior utility experience preferred.
- Knowledge of advanced functions of Word, Excel, Outlook, MS Project, Power Point, and Internet Explorer.
- Ability to read and understand civil, architectural, structural, mechanical plans and specifications as they relate to electrical and/or other utility work.
- Effective analytical and problem solving skills with great ability to prioritize workload and meet deadlines.
- Exceptional interpersonal communication, presentation, and writing skills.
- Strong attention to detail required executing tasks.
- Ability to multi-task, prioritize and possess strong time-management skills.
- Well organized, team player, professional and energetic.