

JOB TITLE: PROJECT MANAGER

DATE: rev. January 2001

The job duties of the Bay Mechanical & Electrical Corporation Project Manager will consist of, but not necessarily be limited to the following:

1. Reviewing project proposals or plans to determine time frames, funding limitations, and procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of the project.
2. Establishing a work plan and staffing plan for each phase of the project, and arrange for recruitment or assignment of project personnel.
3. Conferring with project staff to outline work plan, and to assign duties, responsibilities, and scope of authority.
4. Directing and coordinating activities of project personnel to ensure project progresses on schedule and within its prescribed budget.
5. Reviewing status reports prepared by project personnel and modifying schedules or plans, as required.
 - a. Preparing project reports for management and clients.
6. Conferring with project personnel to provide technical advice to resolve problems.
7. Coordinating project activities with activities of government regulatory or other governmental agencies.
8. Other duties, as assigned.

Qualifications for this position should include, but not necessarily be limited to:

1. A minimum of a high school diploma or GED, and 3-5 years related experience and/or training, or an equivalent combination of education and experience.
2. The ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees.
3. The ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, percentages, and to draw and interpret graphs.
4. The ability to apply commonsense understanding to carry out instructions

furnished in oral, written, or diagram form.

5. Be able to maintain regular and punctual attendance.
6. The ability to follow directions from supervision.
7. The ability to maintain positive interactions with other employees.

Physical demands for this position will include the following:

1. The ability to talk and hear.
2. The ability to stand, walk, sit, use hands to finger, handle or feel tools or controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, crawl, and talk and hear.
3. The ability to occasionally lift or move objects weighing up to 100 pounds.
4. Specific visual abilities required by this position include close vision, peripheral vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The Project Manager may occasionally work in high, precarious places, and in outside weather conditions. Job duties require occasionally working near moving parts and being exposed to wet and humid conditions, or extreme heat and extreme cold, and risk of electrical shock.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The noise level in this environment is generally loud.

Supervises: Job Site Foremen and Field employees

Reports to: Vice President of either Mechanical or Electrical division

Approved by: _____ Date: _____

My signature, affixed hereunder, will confirm that I have read the above Job Description.

Date: _____