



Wescan Construction Services
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Job Description

Electrical Project Manager – High Voltage

Position Overview

We are seeking an experienced and highly skilled Electrical Project Manager to join our team and manage High Voltage Projects. As Electrical Project Manager, you will be responsible for overseeing and managing electrical projects from inception to completion. This is a key leadership role that requires strong technical knowledge, excellent organizational skills, and the ability to effectively communicate with clients and team members.

Under the direction of the General Manager this position will follow and practice the duties outlined in the electrical project management policy and procedure manual and suggest improvements when required. The project manager is to ensure the electrical project foreman completes the project in such a manner as to maximize quality and profitability.

Responsibilities

- Ensure proper communication flows to all stakeholders in the project.
- Price, organize and coordinate all change orders to ensure they are done efficiently.
- Ensure all A materials are effectively purchased and delivered in a timely manner.
- Review monthly progress billing with foreman and submit to administration.
- Utilize prefabrication to maximum labor reduction.
- Ensure the Project Foreman is managing labor and material effectively by conducting regular site visits, monthly status reports and document accordingly.
- Pre-plan projects by meeting with all the stakeholders and compile all of the required documents related to the project.
- Ensure working drawings are updated regularly (as builds).
- Determine if bonds, insurance, etc. is required and pass on to administration.
- Compile a project schedule relevant to general contractors and review with foreman.
- Review shop drawings with project foreman for prompt deliveries of products.
- Report monthly to the General Manager on the status of the project; i.e., actual labour versus projected.
- Assist and ensure project foreman will handle labor problems in an effective manner.
- Ensure new foreman / journeyman are properly orientated by reviewing policies and procedures.
- Complete subordinate probation and yearly performance evaluations.



- Ensure operations and maintenance manuals are completed and turned it over to clients in a timely manner.
- Ensure the implementation of site safety regulations.
- Hold a project review meeting once project is completed with all project managers, estimators and management to identify project successes and failures.
- Identify to the estimator any areas which may be helpful estimating future projects more accurately.
- Attend / run production meetings.
- Ensure jobsite office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems.

Requirements

- Reside in Winnipeg, Manitoba.
- Ability to work out of town, specifically work in northern Manitoba.
- Inter-provincial Journeyman electrician with 5 years' supervisory experience.
- High Voltage Electrical knowledge and/or experience an asset.
- Excellent knowledge of electrical code.
- NECA or similar project management courses (PMP) an asset.
- Valid driver license.

Key Skills & Proficiencies

- Strong interpersonal and communication skills.
- Strong computer skills (Outlook, Word, Excel).
- Proficient in project management software and tools (MS Project, Procore).
- Ability to work well under pressure and meet tight deadlines.
- Excellent work ethic.
- Consistent follow-up skills.

NOTE: The Job Description is not all-inclusive. Employee may perform other related duties as negotiated and assigned to meet the ongoing needs of the organization.
