



ComNet Communications LLC  
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## **PROJECT MANAGER I - OFFICE**

### **DESCRIPTION**

Project Manager I – Office is responsible for the planning, safety, execution and financial management of low voltage construction projects with a cumulative yearly dollar value over \$2M.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- With the support of Team Lead acquire a thorough understanding of project requirements and objectives including, but not limited to contractual, financial, technical, schedule, construction coordination, materials, personnel, and scope of
- Work with Operations Team and Safety Manager to provide appropriate PPE and Safety Training
- Attend project kick off meetings to confirm all parties are appropriately prepared for project start
- Order proper tools and materials in a timely manner for each project
- Forecast and track labor and material cost throughout the project while maintaining or exceeding projected margin goals
- Invoice projects quickly to maximize cash flow
- Establish strong relationships with manufacturing partners to gain knowledge of industry products
- With support of Team Lead and Operations Team, provide technical assistance to field personnel
- Approve and sign all material invoices and technician timesheets
- Utilize internal tools including project dashboards to track project and communicate progress to Team Lead
- Work with Estimating team and Team Lead to generate and submit change order pricing for all items outside the approved original scope of work.
- Perform on-site inspections of local work locations at the start of the project, midpoint and completion
- Provide required close out documentation including 'as-built' drawings, cable certification reports and applicable warranties
- Develop new subcontractor relationships; strengthen existing relationships
- Other duties as assigned

### **JOB REQUIREMENTS**

- Bachelor's Degree or equivalent industry experience
- 4-6 years' experience in construction, the telecommunications industry preferred
- Experience running projects with values up to \$500,000 with yearly cumulative revenue >\$2M
- Prepare simple quotes for MAC requests from existing client base
- Be able to complete change orders independently up to \$50K under the supervision of a Team Lead or Estimator
- Strong written and verbal communication skills
- MS office skills required
- Ability to read blueprints