



SECURITY PROJECT MANAGER - FIELD

Location: Dallas/Jacksonville

DESCRIPTION

This position is responsible for managing material and labor support, inventory, technical quality and all matters relating to completion of projects. Coordinates scopes of work with Project Manager - Office and Estimator through to field personnel to ensure complete understanding of the hours allotted, materials to be used, tools required and hours of operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with management to provide proper staffing and necessary tools for project
- Order proper materials in a timely manner for each project
- Track labor and material cost throughout the project when required; approve and sign all invoices and timesheets; invoice projects quickly to maximize cash flow
- Utilize Daily Job Journals, Inventory, Forms and Communications Records to direct field personnel and ensure that schedules are met
- Install, troubleshoot, provide technical assistance and utilize MAC ticket services when required
- Generate and submit change order pricing for all items outside the approved original scope of work
- Attend meetings and site surveys as required
- Perform on-site inspections of local work locations at the project start, midpoint and completion when possible
- Provide required closeout documentation including 'as-built' drawings, cable certification reports and applicable warranties
- Develop new subcontractor relationships; strengthen existing relationships
- Other duties as assigned

JOB REQUIREMENTS

- High School Diploma or equivalent
- 3+ years experience in the telecommunications industry
- Ability to read, analyze and decipher scopes of work
- Ability to use basic hand tools, punch down, shears and crimp tools
- Excellent oral and written communication skills

JOB REQUIREMENTS CONTINUED

- Effective interpersonal skills
- Skill in directing the implementation of telecommunication projects
- Ability to lead people and obtain results through others
- Ability to prioritize conflicting demands
- Ability to train and direct others
- Ability to work effectively with co-workers and customers
- Valid driver's license and clean driving record
- Ability to reach with hands and arms
- Ability to climb or balance
- Ability to stoop, kneel, crouch or crawl
- Ability to see things at close vision, in color and in focus
- Ability to work in tight/enclosed areas
- Ability for repetitive motions of wrist, hand, or fingers
- Ability to lift and/or move up to 20 pounds with heavier weight necessary at times

The worker is subject to inside and outside environmental conditions and noise.