



SECURITY PROJECT MANAGER

DESCRIPTION

This position is responsible for coordination and management of all Security Projects from planning stage through to completion and billing. Work closely with internal and external customers to insure each project is completed on time and on budget.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for supervision of all assigned personnel and activities on project site(s).
- Obtain, read, and understands all contract documents including, but not limited to: bid drawings and specifications, contract, project workbook, subcontractor scopes of work, and construction schedule.
- Acquire a complete understanding of project requirements and objectives including, but not limited to: contractual, financial, technical, schedule, construction coordination, materials, personnel and scope of work.
- Facilitate internal project kick-off meeting that includes key participants from sales, engineering, fabrication and installation.
- Coordinate all in house activities associated with project execution, including but not limited to: submittals, engineering, fabrication and installation, programming, commissioning, testing and troubleshooting.
- Create and manage the project schedule.
- Function as the focal point for internal and external project communication and documentation.
- Coordinate activities with general contractor, construction manager, owner and other trades as required.
- Provide timely reports of job progress to all stakeholders.
- Assist with, or facilitate the ordering of materials upon approval of submittal documents or verification from engineering for design-build projects.
- Coordinate with installation/operations manager to schedule personnel for installation.
- Cooperatively manage and monitor the labor expenditures of engineering, fabrication and installation personnel over the course of the project and communicate (upward) any issues that impact profitability.
- Solicit quotes from qualified subcontractors as required.
- Generate and/or respond to construction communication including, but not limited to: requests for information, change order documents, room readiness letters, delay or compression notification of theft or damage to materials, tools or vehicles, safety or injury reports, warranty information, material handoff or inventory, punch lists, field reports, sign-off documents or other documentation as assigned or required.

ESSENTIAL DUTIES & RESPONSIBILITIES CONTINUED:

- Proactively manage the change order process.
- Regularly inspect installation work performed by staff and/or subcontractors.
- Test, or certify the performance of, installed systems.
- Coordinate and/or provide training to client.
- Coordinate turn-over of project to service department at the end of each project.
- Ability to work overtime when required.
- Maintain minimal 80% of reported/coded time to specific jobs.
- Ensures and maintains projected job-related revenue and profitability

REQUIRED SKILLS:

- 3- 5 years Security industry experience.
- The Ability to supervise and manage tasks and personnel to meet project objectives.
- Ability to trouble shoot and solve technical, personnel or other project related issues.
- Proficiency with Microsoft Office, Microsoft Project, Adobe Acrobat, and AutoCAD viewing or markup utilities.
- Ability to generate timely, concise, and effective business correspondence.
- Ability to read and comprehend project technical documents including, but not limited to; engineering and architectural drawings, schedules, test reports, or commissioning documents.
- Ability to create and maintain construction schedules.
- Ability to interact with employees, customers and colleagues in a professional and courteous manner.
- Effective time management and attention to detail.
- Must possess a valid Driver's License and be a safe driver.
- Will possess or acquire a fundamental understanding of AV system functionality and installation processes and techniques.
- Valid driver's license and clean driving record.
- Ability to lift and/or move up to 30 pounds.
- Ability to travel to jobs site local and in different states.

The worker is subject to inside and outside environmental conditions while working or reviewing customer work locations.