

## **ASSISTANT PROJECT MANAGER - SPRINGFIELD, NE**

Hunt Electric is a national design build electrical contracting firm grounded in the simple, powerful concept of performing efficient, quality work. Our loyalty is to our clients and our communities in more than 40 states. We are continually seeking individuals who are passionate about the electrical design and construction industry who want to contribute to our company growth. If you are driven, love what you do and hold yourself to a standard of excellence, we want to hear from you!

### **ROLE AND RESPONSIBILITIES**

Provide project support for a commercial project in the Springfield, NE area. This role includes planning field layout and evaluation and tracking project work. Responsible for organizing, updating, and maintaining construction plans and specifications, as well as developing quality tracking documents and supporting the overall site-specific quality tracking program. Responsible for generating inbound and outbound submittals and drawings using various engineering tools and knowledge, including AutoCad, 3D modeling, and other engineering management tools.

- Support projects by determining specifications requirements, establishing installation schedules, verifying NEC code requirements, updating change orders and cost estimates.
- Provide technical support to Project Manager regarding Requests for Information, Estimates and Quality Control.
- Coordinate and oversee vendors and subcontractors and schedule construction activities, including material procurement for construction.
- Track project development and productivity including managing electrical cable routing and termination information, creating project progress reports and perimeters and create schedules for field installation.
- Estimate quantities and cost of materials, equipment, or labor to determine project feasibility.
- Provide field engineering support; resolve design issues.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Associates degree, its equivalent (including foreign equivalent), or higher, in Engineering, Construction Management, or a related field.
- Effectively communicate verbally and in writing.
- Ability to understand the scope of the contract documents and the scope of the electrical work to be performed.
- Knowledge of materials, methods, and the tools involved in the electrical industry.
- Theoretical knowledge of electrical and construction technology gained through appropriate professional discipline routes.

### **PHYSICAL REQUIREMENTS**

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, filing cabinets, photocopiers and fax machines.
- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, crouch or crawl.

- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary.
- This position may occasionally lift up to 25 pounds.

**BENEFITS**

Hunt offers a competitive total compensation and benefits package, which includes 100% employer paid health insurance, dental insurance, vision insurance, basic life insurance, paid vacation, sick and holiday time, 401(k) Profit Sharing Plan with an employer match and participation in the Employee Stock Ownership Plan.

**Apply online today at [www.huntelec.com](http://www.huntelec.com) or contact Megan Tragiai at (651) 643-6628!**

Hunt Electric Corporation is an Affirmative Action, Equal Opportunity Employer: M/W/Vets/Disabilities