



385 LINCOLN AVENUE  
WARWICK, RHODE ISLAND 02888  
PHONE: 401-641-5601 FAX: 401-732-0006

## **ELECTRICAL OPERATIONS MANAGER**

**POSITION TYPE:** Full-time

**SALARY:** \$97,000 - \$120,000

### **BENEFITS:**

- Salary commensurate with experience
- Full-coverage medical insurance
- Life Insurance
- 401K program with up to 3% employer match

### **JOB DESCRIPTION:**

Cardi Corporation's affiliate company, AM Electric LLC, is seeking an Electrical Operations Manager. The Electrical Operations Manager will oversee all aspects of assigned commercial projects from commencement to completion. The Electrical Operations Manager will be the main point of contact and will coordinate the job team to meet all project goals.

### **Responsibilities:**

- Oversee pre-construction meetings to ensure successful handoff from estimating to field
- Process Requests for Information (RFIs)
- Contract & internal billing including force account invoices for review and approval
- Estimate change orders for assigned projects as necessary
- Plan, schedule and maintain timelines by optimizing resources in a fast-paced construction/installation environment
- Set clear goals and expectations to foreman
- Manage all job closeout procedures and documentation
- Negotiate and resolve all customer relations
- Develop/maintain network of professional relationships within our industry
- Evaluate project-specific concerns, site protocols, safety requirements, and solve any issues
- Develop detailed project budgets for electrical work; materials, labor, conditions, etc
- Oversee work/project schedule and ensure plans and specifications are met
- Conduct supplier reviews and issue purchase orders
- Monitor supplier compliance and performance
- Track project delivery time and budget, working closely with superintendents to meet project goals
- Oversee hiring, training, and performance of the electrical team

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**COMMERCIAL - INDUSTRIAL - HEAVY CONSTRUCTION**



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**REQUIREMENTS:**

- 5 years electrical project management experience
- Experience managing vendor relationships
- Excellent oral and written communication ability
- Strong computer skills including Microsoft Office
- Strong organizational skills and self-motivation
- OSHA 30 certification required
- Budget management and project scheduling experience

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