PROJECT MANAGER

Posting ID: EM18B2033D

Company Website: https://www.diversified-automation.com

Company: Diversified Automation Inc.

Work Location: Extensive Travel in the Western US

Position Type: Full-Time

Salary: $60,000 / yr

College Major(s): Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE)

College Level(s): Graduate Student

OVERVIEW

Diversified Automation Inc. is the industry leader in package handling and sortation. Diversified Automation (DA) is an industrial automation solution provider. We specialize in the express parcel shipping industry providing our customers with solutions to their automated operations.

Roles and Responsibilities

Diversified Automation is a controls integrator in the freight and parcel industry. We are a Best Place to Work in KY for 2018 and offer great benefits. Come join our team!

Responsibilities:

● Manage all aspects of the Controls Integration Project including: Participate and drive project handoff from Sales
● Set up and populate contract files (hard and soft)
● Set up job in accounting system including contract, subcontract, budget, change orders
● Prepare subcontract bid package, determine and vet possible subcontract electrical firms, bid project, receive and evaluate bids and prepare subcontract for execution
● Work with Project Engineer during design phase to ensure complete design per contract documents and specifications
● Prepare project schedule and update
● Manage Electrical Contactor during installation phase to ensure adherence to contract documents design specifications, quality control and budget, and schedule
● Prepare accurate invoicing to Prime
● Prepare weekly progress reports and submit to prime or owner as required
● Prepare prime and subcontractor change orders
● Candidate must understand construction methods and cost in order to prepare cost estimates for change orders
● Ensure materials related to the execution of the project are purchased and delivered in a timely manner per the project schedule
● Interface with Owner and Prime Contractor including participating in required meetings
● Ensure project is ready for commissioning per the project schedule
• Project closeout documentation is complete, accurate and submitted per schedule

Desired Knowledge, Skills, and Abilities:
• Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
• Troubleshooting - Determining causes of operating errors and deciding what to do about it.
• Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
• Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
• Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Education and Qualifications
• Great Attitude, Work Ethic and Common Sense are a MUST.
• Must be able to physically climb ladders and steps, and be on your feet for extended periods of time.
• Willing to travel extensively (60%)
• Mechanical or Electrical Bachelors of Engineering degree

How to Apply
Submit resume to gene.burton@diversified-automation.com by 1/15/19