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**Position Title:** Electrical Service Manager  
**Reports To:** President/COO

### **POSITION SUMMARY**

Successfully plan, direct, organize and reviews all activities necessary for electrical service business development and maintenance of major electrical service projects with little to no oversight. Act as Project Manager either independently or with a small team during the pricing, bidding, budgeting, estimating and pre-construction process. Train entry-level service work managers and interns. Develop improved communication and soft skills to ensure the success of the Company's electrical services offering

### **PRIMARY RESPONSIBILITIES**

Follow standard Alpha Energy and Electric, Inc. company policies and procedures to accomplish the following:

#### **Business Development:**

- Establish, build, and maintain a network of anchor clients, facility owners, governments, quasi-public institutions, and developers.
- Develop aggressive and successful electrical services marketing strategy and train associates to achieve a multiplier effect on marketing contacts.
- Develop effective marketing materials to grow the Company's service offering
- Effectively grow the Company's business with existing electrical service clients while bringing in new service contracts

#### **Estimating:**

- Quickly and accurately estimates medium to small service projects and submit timely/accurate price proposals to the clients.
- Works with the Lead Estimator on larger projects to develop scopes of work and to prepare estimates for the client approval.
- Follows up with trade partners prior to bidding to verify manpower, schedule and phasing requirements for projects that require trade partners other than electrical work.
- Masters knowledge of waste factors and understands labor productivity based on project conditions
- Compiles and updates clarifications as appropriate for each budget update and/or bid
- Assists in generating and updating options/value engineering pricing
- Assists in establishing required estimate reports

#### **Installation:**

- Able to develop preliminary schedules to coordinate pre -construction tasks

- Begin high level understanding of schedule sequencing for whole project to ensure that our service technicians are constantly engaged.
- Plan in advance to add service technicians and equipment
- Active participant in owner and project meetings

### **COMPETENCIES (PROFESSIONAL INDIVIDUAL CONTRIBUTOR)**

- Client Focus: Ensures that the client perspective is a driving force behind business decisions and activities; crafts and implements service practices that meet client and Alpha Energy and Electric, Inc's. needs.
- Managing Work: Effectively manages time and resources to ensure that work is completed efficiently.
- Collaborating: Works cooperatively with others to help our team achieve its goals.
- Emotional Intelligence: Establishes and sustains trusting relationships by accurately perceiving and interpreting own and others' emotions and behavior; recognizes, understands, and manages own emotion.
- Influencing: Uses effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific work outcomes.
- Earning Trust: Gains the confidence of others by acting with integrity and following through on commitments while disclosing own positions; treats others and their ideas with respect and supports them in the face of challenges.

### **MINIMUM QUALIFICATIONS** (minimum requirements *before* going into job)

- Bachelor's Degree in Construction Management, Engineering, or related field, or equivalent combination of education, training, and experience.
- Proficiency in computer applications, including MS Project, Microsoft Office applications, On-Screen Take Off, and any other company standard software appropriate for the position.
- Demonstrated ability to manage/master the overall primary responsibilities of Project Management.
- Demonstrated ability to take a leadership role on projects.
- Proven track record of proactive approach to issues/management.
- Strong fundamental knowledge of establishing and maintaining a budget.

### **WORKING CONDITIONS**

The position requires work in an office environment. Occasional field visits will be necessary.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. The job description is subject to change at any time.

Alpha Energy and Electric, Inc. is an Equal Opportunity Employer.