

Diversified Automation

www.diversified-automation.com

POSITION TITLE: Project Manager

POSITION LOCATION: Las Vegas, NV

POSITION DESCRIPTION:

Diversified Automation (DA) is an industrial automation solution provider that specializes in the express parcel shipping industry, providing customers with solutions to their automated operations.

Diversified Automation is seeking a Project Manager to manage all aspects of the Controls Integration Project. Responsibilities include, but are not limited to:

- Participating and driving projects hand-off from sales
- Setting up and populating contract files (hard and soft)
- Setting up jobs in accounting systems, including contracts, subcontracts, budgets, and change orders
- Preparing subcontract bid packages, determining and vetting possible subcontract electrical firms, bidding projects, receiving and evaluating bids, and preparing subcontracts for execution
- Working with Project Engineers during design phases to ensure completion of designs per contract documents and specifications
- Preparing project schedules and updates
- Managing Electrical Contractors during installation phases to ensure adherence to contract documents, design specifications, quality control and budgets, and schedules
- Preparing accurate invoicing to Prime
- Preparing weekly progress reports and submitting to prime or owner as required
- Preparing prime and subcontractor change orders
- Ensuring materials related to the execution of the project are purchased and delivered in a timely manner per the project schedule
- Interfacing with the owner and Prime Contractor including participating in required meetings
- Ensuring projects are ready for commissioning per the project schedule
- Making sure project closeout documentation is complete, accurate, and submitted per schedule

DESIRED QUALIFICATIONS:

- Bachelor's degree in Mechanical Engineering or Electrical Engineering
- Candidate must understand construction methods and cost in order to prepare cost estimates for change orders
- Active listening skills
- Troubleshooting skills
- Critical thinking skills
- Reading comprehensibility

- Complex problem solving skills
- Great attitude, work ethic, and common sense are a must
- Willing to travel extensively (around sixty percent of the time)

HOW TO APPLY:

Interested applicants should send in a resume to Chrissy Rogers at chrissy.rogers@diversified-automation.com.