Diversified Automation
https://diversified-automation.com/

POSITION TITLE: Project Manager

POSITION LOCATION: Las Vegas, NV

DESCRIPTION:
Diversified Automation (DA) is an industrial automation solution provider. They specialize in the express parcel shipping industry providing their customers with solutions to their automated operations.

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

- Participate and drive project hand off 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

REQUIRED QUALIFICATION:
- 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

DESIRED QUALIFICATIONS:
• 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.

HOW TO APPLY:
Interested applicants should send a resume to Gene Burton at gene.burton@diversified-automation.com.