

## **Job Opportunity**

**Email Resume to:** [info@lombardielectric.com](mailto:info@lombardielectric.com)

**Job Location:** Bloomington, Illinois

### **Company:**

Lombardi Electric, Inc. is a reputable commercial and industrial electrical contractor established in 1995. We are a fully licensed, bonded and insured company serving 5 counties in the Chicagoland area. We currently employ 60 union electricians and have an office staff of 10. We are proud members of the National Electrical Contractors Association, (NECA) and the Electric Association.

Lombardi Electric is divided into 3 divisions, Construction, Workstation Furniture and Low Voltage Voice/Data. From high voltage construction, through the electrical hardwiring of office furniture to communication services, we are a one-stop shop. Our highly skilled union electricians are committed to quality workmanship and safety. We were the recipient of the 2014 through 2018 Safety Excellence Award for NECA District 4, and the 2014 through 2018 ZERO Injury Award for NECA District 4.

### **Project Manager Description:**

The Project Manager will be responsible for managing multiple projects at various stages from pre-construction to closeouts for a variety of electrical projects in the Chicagoland area. Project Managers will manage the bid process, analyze blueprints/specifications, review proposals/project requirements, secure required permits, coordinate materials procurement, ensure compliance with building regulations and federal/state laws, provide status updates and maintain documentation records.

Responsibilities include but, are not limited to:

- Manage all activities associated with materials, budgeting, and production for assigned project(s).
- Manage all business aspects of multiple concurrent electrical projects and ensure financial targets are met while maintaining Lombardi Electric's established quality standards.
- Partner with customer(s) and project staff to properly identify and process scope changes, address issues, communicate regarding project milestones, etc.
- Actively maintain customer relationships to ensure customer satisfaction and quality of service.
- Proficiently utilize estimating computer software including but not limited to McCormick Systems.
- Manage project related correspondence and documents through designated document management systems.
- Possess strong verbal and written communication skills.
- Perform and prepare material requisition, submittal compilation, purchase orders, on-site job walk-throughs, change orders request for information, and close-out documents.
- Ability to work independently as well as in a team environment.
- Ability to multi-task in a high volume, fast-paced work environment with strict deadlines.
- Established organizational skills, with strong written and verbal communication skills.
- Demonstrated leadership and project success expected.