



Electrical Division Manager Job Description

Electrical Engineering Manager Job Responsibilities:

- Managing staff and subcontractors
- Act as first line business development for Electrical Division
- Plan, oversee and direct electrical projects for construction and maintenance
- Disseminate relevant information to various departments related to the project
- Monitor project progress and maintain project schedule
- Develop project budget and track project costs according to contractual obligations
- Review and study project documents including;
 - Estimates
 - design drawings
 - specifications
 - customer proposals
 - contracts

Electrical Division Manager Job Duties:

Accomplishes electrical division human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, mentoring, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.

Achieves electrical division operational objectives by contributing electrical division information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining administrative system improvements; implementing change.

Meets electrical division financial objectives by forecasting electrical engineering requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.

Develops strategic electrical plans by studying operational plans; studying existing conditions; determining needs to accomplish operational plans; mapping solutions; updating and modifying requirements and solutions; preparing cost estimates and budgets.





Plans electrical projects by determining specifications; selecting contractors; establishing installation schedules; planning shut-downs and installations; integrating requirements with architectural and mechanical designs; verifying code requirements; updating cost estimates.

Completes electrical projects by supervising installations; resolving design issues.

Maintains electrical systems by establishing and enforcing preventive and on-going maintenance, and testing programs; scheduling repairs; coordinating shut-downs and installations.

Maintains safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with codes and legal regulations.

Updates job knowledge by remaining current on codes and requirements; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Accomplishes engineering and organization mission by completing related results as needed.

Electrical Division Manager Skills and Qualifications:

Management Proficiency, Self-Starter, Electronic Testing Design, Electronic Production Technologies, Electronic Systems, Technical Management, Developing Budgets, Electronics Troubleshooting, Basic Safety, Quality Focus, Process Improvement, Leadership

