

Solar Division Project Executive Job Description

LiveWire Construction is seeking an experienced, dynamic leader to join our company as a Project Executive for the Solar Division. The Project Executive is the senior manager of the estimating and project team and leads the completion of solar projects from initial bid through close out. The Project Executive's primary responsibilities are fostering and maintaining customer relationships, managing, and developing the team, and delivering profitable solar projects safely and on time. This is a full-time position that reports directly to the Vice President, and our ideal candidate has more than 10 years of experience in a project management role with increased levels of leadership responsibilities. You must have superb organizational, leadership, and communication skills, coupled with a comprehensive understanding of the industry and best practices.

Duties and Responsibilities

- **Business Development & Customer Satisfaction**
 - Contribute to the creation and implementation of strategies designed to grow the solar division
 - Ensure safe, on-time delivery of quality solar projects resulting in customer satisfaction and repeat business; build and maintain positive working relationships with customers
 - Engage in key or targeted customer relationship-building networking and activities
 - Identify new project opportunities and inform executive management of potential projects with current clients
 - Professionally represent the company to outside agencies and organizations

- **Estimating and Preconstruction**
 - Regularly monitor and report hit ratio as a division KPI
 - Conduct bid review meetings and involve Executives as needed
 - Review and approve all estimates and schedules prepared for negotiated projects and hard bid jobs
 - Supervise subcontract bidding and negotiations and secure Executive approvals as needed
 - Facilitate job turnover process from estimating to project team; finalize and sign off on project budgets
 - Responsible for the administration and implementation of all pre-construction phases of work, including budgeting, scheduling, procurement, subcontract development, shop drawings & submissions, design coordination, and means and methods review
 - Lead project planning, including conducting job start meetings and planning sessions

- **Project Profitability & Management**
 - Owns project outcomes; continuously monitors project actual versus budget performance to project cost over-runs and develop plan to mitigate potential losses
 - Regularly reports project performance results to Controller and Executive team
 - Conduct weekly job cost and job productivity reviews and analyze to identify any projects at risk; coordinate and lead all efforts to course correct or minimize project losses and impacts. Communicate same to Executive team
 - Consistently lead the team in identifying delays and impacts; is able to perform and lead the team in all activities associated with preparing associated notices and claims - work with LiveWire counsel as necessary
 - Capable of hands-on project management level work and assisting direct reports in troubleshooting problems or managing through difficult situations
 - Directly supervise the activities of project teams to ensure compliance with company policies, reporting requirements, and safety and quality standards
 - Review project plans and drawings with supervisors and other staff as appropriate; recommend changes based on field observations and operational requirements; provide technical advice and assistance on difficult project problems
 - Ability to create project construction schedules and train direct reports as necessary to develop scheduling skills

- **Safety Engagement**
 - Leadership level engagement in creating, implementing, and driving solar division safety program
 - Identify and implement corrective actions such as training, or accountability structures as needed
 - Actively participate in the company Safety Committee and quarterly Company Safety Meetings and hold team accountable for same
 - Ensure that project specific safety requirements are met and that daily JHAs and safety audits are being completed by the PM team

- **Employee Performance Management & Development**
 - Own team performance
 - Lead efforts in talent recruiting and hiring for estimating and project management in the solar division
 - Support the development of a healthy internal culture that retains employees and encourages their professional development
 - Provide or coordinate staff training, conduct performance evaluations, implement discipline procedures as required, maintain discipline and high standards necessary for the efficient and professional operation of the team

Skills:

- **Communication skills:** Must be able to communicate clearly and persuasively with a wide variety of individuals to effectively discuss issues, negotiate, direct subordinates, and explain policies and decisions to those within and outside of the organization.
- **Presentation and facilitation skills:** The Project Executive will be expected to provide updates to the Vice President and President by means of professionally prepared reports and presentations. The PEX will also be required to prepare and present information to employees and customers, along with general business correspondence. This will require advanced writing skills and the ability to effectively present information and respond to questions from employees, clients, customers, and the general public. The PEX must also have the ability to review and mark-up written correspondence or presentations of direct reports.
- **Reading and comprehension skills:** Must be able to read, analyze, and interpret contracts, general business periodicals, professional journals, technical procedures, government regulations; and other similar cumbersome manuals and documents.
- **Computer and technology skills:** To perform this role successfully, an individual must be well-versed in all MS Office programs and have skillful mastery of Excel. Comfort with technology and being open to considering and learning new systems that may add value to the organization is imperative.
- **Process and procedure management skills:** The Project Executive will need to understand the difference between process and procedure and under what circumstance each, or both, are applicable. The PEX will need to be able to identify gaps in operations that need to be addressed with controls, and in addition, direct and guide the team in the revision, and/or creation of processes and procedures in order to increase operational efficiency.
- **Public relations skills:** Strong people skills and emotional intelligence are required to manage difficult or high-tension situations with customers, vendors, and other key stakeholders in a way that positively reflects the LiveWire brand.
- **Financial skills:** The Project Executive will have to be able to read, understand, produce, analyze and scrutinize financial reports such as Work in Progress reports. This will require an intimate understanding of what drives construction financials and consistent job cost performance monitoring.
- **Safety, quality, and other project management skills:** The Project Executive needs to be a frontline advocate for safety and lead top-down company engagement in safety initiatives. The PEX must also establish Quality Control processes and procedures and ensure that both safety and quality are weaved into operational execution. In addition, the PEX must have project scheduling skills with the ability to create schedule updates that illustrate project delays and impacts.

Core Competencies:

- **Leadership:** Exhibit confidence in self and others; inspires and motivates others to perform well; effectively influence actions and opinions of others; inspire respect and trust; accept feedback from others; provide vision and inspiration to peers and subordinates; give appropriate recognition to others; display passion and optimism; mobilize others to fulfill the vision; develop future leaders; is self-driven, self-directed, self-managed, and highly organized; goal oriented and focused; develop realistic action plans; set example for others by demonstrating accuracy and thoroughness in quality of work and performance.
- **Performance Management and Staff Development:** Include staff in planning, decision-making, facilitation and process improvement; take responsibility for subordinates' activities; makes themselves available to staff; set performance expectations, and create performance criteria; provide regular performance feedback, and needed disciplinary action; conduct annual performance reviews; work with staff in development of their professional goals, and review progress annually; develop subordinates' skills and encourages growth; foster teamwork and contributes to a positive team spirit; build morale and supports everyone's efforts to succeed; delegates work assignments based on individual abilities; give authority to work independently; continually works to improving supervisory skills.
- **Analytical Problem-solving and Decision Making:** Gather and analyze information skillfully; synthesize complex or diverse information; collect and research data; display willingness to make difficult decisions; identify and resolve problems in a timely manner; develop alternative solutions; design work flows and procedures; use reason and objectivity when dealing with emotional or tense situations; exhibit sound and accurate judgement; support and explain reasoning for decisions; include appropriate people in decision-making process.
- **Customer Service:** Effectively manage difficult or emotional customer situations; respond promptly to customer needs and ensure follow up from other areas of the organization as appropriate; solicit customer feedback to improve service and secure repeat business; meet commitments to foster trust; maintain transparency with customers and avoid "over selling" LiveWire's capabilities; regularly engage in relationship building activities; make themselves accessible to provide assistance and service.

Education, Experience, and Qualifications:

- BS in Electrical Engineering or Construction Management or similar field preferred
- Extensive and diversified estimating and project management experience in Electrical Construction with 10 + years of management responsibility
- Solar, Commercial, Institutional, Industrial, and Healthcare electrical construction experience preferred
- Ability to read plans and specifications, and review installation drawings
- Labor review and tracking
- Microsoft Office Suite proficient, Excel expert
- Current OSHA 30 certification required

- Current First aid / CPR required
- Must submit to background check, physical, credit check, and MVR

Physical Requirements:

- Must be able to sit for long periods of time performing desk work
- Must be able to walk construction sites that may have uneven or rough terrain
- Must be able to understand the speech of another person
- Must be able to speak clearly so listeners can understand
- Must be able to see details of objects that are less than, or more than a few feet away
- This is a full-time position that can require long hours and frequent weekend work, travel within the state; out of state travel is also possible

Compensation and Benefits:

- Competitive salary
- Annual performance-based bonus structure
- Full health, dental, and vision
- 401k
- Group life insurance
- Employee Assistance Program (EAP)
- Paid vacation time

