

## Job Description – Senior Project Manager

If you are a technical project executive who can both execute projects and develop repeat business through long term relationships with your customers, we have a place for you at our table.

Applied Power Technologies, Inc. (APT) is a growing energy management systems integrator based in San Jose, California - the capitol of Silicon Valley. For the past two decades APT has provided our large west coast Fortune 500 customer base with state of the art energy and power quality monitoring solutions and outstanding customer service. APT believes in a healthy balance of work and personal life. Providing flexible work hours and focused team environment, APT is a great place to work.

### Summary:

APT's Senior Project Managers are responsible for the overall sales, direction, completion, and financial profit/loss for several small to medium projects or one very large project usually with the same customer. Senior Project Managers lead and manage a team of engineers, electricians and estimators to deliver exceptional results for our clients. These positions proactively develop new business opportunities and relationships with current and potential customers. Performance targets include customer satisfaction, teamwork, and recurring revenue as well as profitability.

### Essential Duties and Responsibilities:

- Supervise the business development team for leads, estimate and quotes, subcontract and vendor pricing, and hand off to execution team for new projects.
- Manage execution team to meet targets for project execution, customer satisfaction, and revenue/profitability for each account.
- Ensures the execution team of engineers and service electricians and technicians define standard products and solutions to market and sell; and are incentivized to find new recurring business as they deliver those products and services to customers.
- Effectively supervise business development team members in the day to day sales cycle and measure their outputs while implementing improvements.
- Train new team members in the business and use of company CRM systems and procedures for a repeatable sales process.
- Negotiate and supervise the preparation of all change orders on projects.
- Ensure staff maintains all administrative project controls required to track the progress of projects.
- Maintain liaison with entire value chain (owner, general contractor, electrical/mechanical contractor, vendors) to facilitate construction schedule.
- Represent company/project in meetings with client, partners, and subcontractors as a resource that solves problems for the customer and adds value.
- Manage financial aspects of contracts (progress billing, subcontractors, materials, equipment, income/expenses) to protect the company's interest and simultaneously maintain good relationships with the clients and contractors.
- Coach/mentor both direct reports and the entire team to foster a positive results-oriented culture with the correct incentives to reward desired actions.
- The duties and responsibilities are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing and other duties will be assigned based on the positions role within the business unit.

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### Qualifications:

- Bachelor's degree in an engineering, project management, or a technical discipline or similar real world experience in a similar business.
- 5+ years' project management experience or account management experience.
- Proficient in Microsoft Office programs such as Word, Excel, and PowerPoint.
- Ability to read, understand, and create electrical single lines, specifications, and schematic drawings for material and labor take offs.
- Ability to physically navigate customer facility and construction sites while carrying small loads in a safe manner to maintain APT's stellar construction safety record.
- Excellent verbal and written communication skills.
- Experience with a Customer Resource Management (CRM) system.
- Able to travel as required to job sites in the Western US to manage customer expectations (position includes approximately 25% travel time).

### Preferred Experience & Skills:

- Previous track record of success in electrical contracting or the building automation business.
- Experience with construction contracts negotiating terms and conditions.
- Integration experience with instrumentation, equipment, hardware and software.
- Demonstrated understanding of the service recurring revenue business model.
- Background in electrical systems as applied to plants and facilities with experience pricing project scopes or bid documents. You and your staff must follow detailed written bid package instructions and manage customer expectations.
- Disciplined attention to detail when scoping projects. In addition to producing written job scopes and schedules for pricing, you and your staff will be expected to write detailed sales reports and track timesheets and expense reports.
- Experience in defining solution-based sales plans for products and services (including pricing, competitive differentiators, and negotiation plans).
- Demonstrated ability to converse with customers at every level from electrician to project manager is key to success.
- Seven (7) or more years of project and account management experience leading high performance teams.

### Personal Attributes:

- Detail oriented. You will be expected to develop, plan and execute projects, and provide detailed project reports as well as lead your staff in doing the same.
- Customer service oriented. You will be interacting with customer's engineers, electricians, estimators, and project managers on a daily basis.
- A clear understating of the importance of written communication between customer, contractors, vendors and APT is required.
- Flexible schedule. Work outside normal weekday hours may occasionally be required.
- Conscientious, committed to a high standard of personal and professional ethics.

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### Compensation:

- Full-time salaried exempt position (range \$90K - \$140K based on experience).
- Quarterly bonus incentive for project management profitability with no cap. Individual and cooperative team goals are part of bonus structure.
- 10 paid holidays and 3 weeks PTO to start with flexible work schedule.
- APT provides comprehensive medical/dental/vision benefits and company matched 401K retirement plan.

### Legal:

- APT works on government contracts, therefore U.S. Citizenship is required.
- Applied Power Technologies, Inc. is an equal opportunity employer.
- Valid state issued driver's license with excellent driving record required.
- A drug and alcohol test will be required as a condition of employment.
- Relocation costs are not approved for this position.