



## Project Manager Job Description

Project Manager for Commercial Efficiency Programs

Location: Raynham, MA

Complete Energy Services, based in Raynham, MA is seeking a Project Manager to work within our energy efficiency programs and projects in our service territory. The ideal candidate will manage and coordinate energy efficiency and demand reduction installations for commercial businesses as well as work with our energy utilities to achieve aggressive energy reduction goals. This position will report to the Complete Energy Services Program Manager in conducting work.

### Position responsibilities may include:

- Manage the process of securing contractors, scheduling project installations, project kickoffs, pre and post inspections
- Hold complete responsibility for the procurement of all project materials as well as the awarding of labor contractor statements of work
- Ensure all contractors are up to date with the CES Master Agreements as well as ensure all certificates of insurance meet the minimum requirements
- Review and approve all labor and material invoices for CES's accounting staff paying particular attention to the budget for each project at all times
- Integrate contractors throughout the year and be able to manage the workflow and resources according to our utility goals
- On a daily basis, manage the activities surrounding the successful delivery of energy efficiency projects from the sale through implementation and completion
- Manage work flow for installations to ensure the highest level of customer service is achieved and all work is completed in a timely and efficient manner
- Represent Complete Energy in a professional manner at all times when interacting with customers, suppliers or contractors
- Support customers with the highest level of service and respect
- Manage a professional work environment and reputation reflective of Complete Energy's standards
- Report to CES Management on a continual basis as well as completing all necessary utility reporting requirements
- Adhere to company policies and procedures



- Develop thorough knowledge of energy industry, structure, trends, and issues to ensure full discovery and understanding of customer's primary business objectives and requirements
- Additional activities as directed

### **Position qualifications may include:**

- Strong management skills, including organization with the ability to manage multiple priorities and business relationships
- Proven and successful track record in managing subcontracted labor relationships
- Active participation with local and regional customer focused, professional and industry associations
- Excellent verbal, written, computer, interpersonal and presentation skills
- U.S. Citizenship or U.S. Permanent Resident status as well as a valid Drivers License issued by state of residences and in good standing required
- Required to pass background and drug testing for employment
- May be required to pass security clearance investigation