

# **INTERFACE**

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## **COMMUNICATIONS CO.**

### **Tech Service Project Manager**

#### **Responsibilities and General Duties:**

Systems Project Manager tasks include the following:

- Coordination with all contractors on jobs
- Work with department managers on scheduling technician needs
- Ordering Materials- working with department managers
- Maintain as built and project close out documentation
- Maintain internal tracking forms per project
- Job Costing
- Familiar with reading Blueprints and Construction Documents
- Be able to project labor and material needs
- Attendance of jobsite subcontractor meetings
- Reconcile all weekly timecards
- Continually work to create highest level of customer satisfaction and relations possible
- Site walks, complete walkout forms for engineering
- Some projects are in occupied buildings and a professional attitude is required
- Other tasks as assigned

#### **Additional Qualifications and Capabilities:**

- **Physical:** The project manager must be able to lift and carry frequently 60lbs, and occasionally 100 lbs. The technician must also be able to bend, kneel, crawl, walk, lift, carry and climb as needed to complete tasks.
- **Use of Tools:** Tools of the trade are required by Interface. The project manager must maintain his/her own tools as described on the Employee Tool List. The technician must be proficient in the use of drills, tuggers and cable trailers.

#### **Qualifications and Capabilities:**

- **Technical:** 4 years' experience in management/ upper level preferred
- -Clean Driving Record
- -Clean Criminal Background
- -Consistent work history
- -Ability to follow instructions
- -Willingness to perform daily duties
- -Reliable transportation
- -Dependability