



Example of Electrical Manager Job Description

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Our growing company is looking to fill the role of electrical manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for electrical manager

- Management, development and motivation of employees
- Creating an environment which promotes safety for people, products, and tools
- Support the performance of the branch operations including, electrical service calls and project/retrofit delivery requirements
- Generate revenue forecasts of active projects and sales pipeline
- Responsible for all electrical department contract administration and execution
- Responsible for the management, planning and directing of project activities, monitoring field installation processes, coaching staff and field personnel, and developing/maintaining customer/client relationships
- Act as liaison with customer and project staff providing assistance with scope changes, design modifications and various project needs
- Produce accurate estimates that incorporate design and technical efficiencies
- Handle the daily incoming calls from customers and technicians as part of the field service automation and dispatch process – work order management
- Support efficient purchasing by field personnel

Qualifications for electrical manager

- Minimum of 4 to 8 years experience leading and managing large service engineering projects
- 7 – 10 years of design and engineering experience, utility-scale high voltage

- Proficient knowledge of all applicable aspects of the electrical engineering discipline, including expert knowledge in at least two subject matter areas
- Reviews completed work orders regularly and ensure that quality standards are met or exceeded to the satisfaction initiatives and process
- Review completed work orders regularly and ensure that quality standards are met or exceeded to the satisfaction of the customer
- Ensure all invoicing and accounting is completed weekly