

Assistant Electrical Construction Manager

DARcor & Associates, Inc. · Project sites throughout the Southwest · Full-time · Travel required

About the role

DARcor & Associates, Inc. is seeking a full-time Assistant Electrical Construction Manager. Working alongside our Construction Manager, you'll help oversee electrical, instrumentation, and control (E&I) installations on water and wastewater construction projects throughout the Southwest, making sure they're built in accordance with the plans, specifications, and applicable national, state, and local codes.

This role suits a construction professional with hands-on electrical experience who wants to grow into construction management. You'll split your time between project sites and the office, reviewing submittals, observing installations, supporting startup and testing, and keeping project documentation accurate, often across several active projects at once.

If you know the NEC, pay close attention to detail, and want to build your career on infrastructure that communities depend on every day, we'd like to hear from you.

Key Responsibilities

Construction administration tasks

- Review shop drawings, equipment and control panel submittals, and O&M manuals against the plans and specifications.
- Prepare responses to contractor RFIs, working with the Construction Manager and engineering design team.
- Review contractor change orders and supporting documentation.
- Create as-builts and record drawings from field information.
- Keep project files, logs, and documentation organized and current.

Inspection and quality tasks

- Make site observations and inspections of power distribution, motor controls, instrumentation, control systems, lighting, and grounding.
- Verify installations against the plans, specifications, approved submittals, the NEC (NFPA 70), and other applicable codes and industry standards.
- Review P&ID drawings and motor control schematics, and comment on control panel submittals.
- Assist with equipment startup, testing, and commissioning.
- Prepare punch lists and field reports, and track deficiencies through to correction.

Coordination and growth tasks

- Support the Construction Manager across multiple active construction projects.

- Collaborate with the electrical engineering design team, civil engineering professionals, municipal agencies, contractors, and equipment suppliers as part of project oversight teams in the Southwest.
- Stay current on electrical codes, electrical design, and standard electrical construction practices.
- Build the skills and experience to take on increasing construction management responsibility.

Qualification Requirements

- 8-10+ years of experience managing electrical system installations, or installing and commissioning electrical equipment.
- Thorough working knowledge of the National Electrical Code (NEC) and standard electrical construction practices.
- Experience using plans and specifications to manage or build a project.
- Ability to read and understand P&ID drawings and motor control schematics well enough to review and comment on control panel and field instrument submittals.
- Strong attention to detail.
- Exceptional verbal and written communication skills, and the ability to work well with others.
- Ability to work on multiple projects at the same time.
- Proficiency with Bluebeam Revu, Microsoft Word, Outlook, and Excel.
- Ability to work safely on active construction sites, including climbing ladders and accessing electrical rooms, vaults and other confined spaces, around energized equipment, and treatment process areas.

Qualification Preferences

- A technical or bachelor's degree is preferred but **not required**. Relevant field and construction experience will be considered.
- Working knowledge of AutoCAD software.
- Experience on water or wastewater treatment, pumping, or conveyance projects.
- Familiarity with SCADA, PLC-based control systems, and process instrumentation.
- Proficiency with Procore, Autodesk Forma, and equal type construction management software.
- EIT certification, ICC Electrical Inspector certification, or NICET certification.
- Professional Engineer (PE) license.
- OSHA 10 or OSHA 30 certification.
- Arc flash hazard training/certification.
- Working knowledge of SKM power study software.
- Ability to read, interpret, and apply engineering standards including NFPA 110, NFPA 820, IEEE-519, NFPA 70E, etc.

Travel and other requirements

This position requires travel to project sites throughout the Southwest, with occasional overnight stays. Candidates must have a valid driver's license and are subject to a pre-employment background check.

Employment type: Full-time

Compensation and benefits

The salary range for this role is based on experience and credentials. We also offer:

- 100% paid medical, dental, vision, and life/disability insurance for employee
- 50% paid medical, dental, and vision insurance for employee's immediate family members
- 401(k) and profit sharing
- Paid time off and paid holidays
- Company vehicle or mileage reimbursement
- Paid licensing, certification, and career/continuing education
- Career development training
- Performance bonus