

Electrical Construction Administration & Inspection Manager

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

About the role

DARcor & Associates, Inc. is seeking a full-time Electrical Construction Administration & Inspection Manager to oversee electrical, instrumentation, and control (E&I) installations on water and wastewater construction projects throughout the Southwest. You'll be the link between our engineers, contractors, equipment suppliers, and municipal clients from pre-construction through closeout.

This role suits an experienced construction professional with a strong electrical background. You'll independently oversee field installations, administer construction contracts, and identify and resolve issues before they become problems, often across several active projects at once.

If you know the NEC, enjoy solving problems in the field, and want to apply your experience to infrastructure that communities depend on every day, we'd like to hear from you.

Key Responsibilities

Construction administration tasks

- Provide construction administration for electrical, instrumentation, and control systems on water and wastewater projects, from pre-construction conferences through closeout.
- Review shop drawings, equipment and control panel submittals, and O&M manuals against the plans and specifications.
- Review and respond to contractor RFIs, and help resolve field and design-related issues with the engineering team.
- Review contractor change orders and supporting documentation, and evaluate pay applications against work in place.
- Review as-built information and assist with preparing record drawings.
- Keep schedules, decisions, and project records organized and audit-ready.

Inspection and quality tasks

- Monitor construction for compliance with plans, specifications, approved submittals, the NEC (NFPA 70), and other applicable codes.
- Perform site observations and inspections of power distribution, motor controls, instrumentation, control systems, lighting, and grounding.
- Review electrical drawings, P&IDs, one-line diagrams, motor control schematics, and instrumentation and control drawings in the field.
- Prepare field reports, punch lists, and other construction documentation.
- Coordinate and observe equipment startup, testing, commissioning, and functional performance testing.
- Monitor corrective work and follow deficiencies through to closeout.

Coordination and leadership tasks

- Coordinate with engineers, municipal agencies, contractors, equipment suppliers, and other project stakeholders.
- Serve as a primary electrical point of contact for clients during construction.
- Manage responsibilities across multiple active construction projects at the same time.
- Guide and mentor field inspection staff, and help refine inspection standards and checklists.
- Feed lessons learned from the field back to the design team to improve future projects.

Qualification Requirements

- 15+ years of experience managing, supervising, inspecting, installing, or commissioning electrical systems and equipment, including 8+ years in a supervisory or lead role.
- Thorough working knowledge of the National Electrical Code (NEC) and standard electrical construction practices.
- Ability to read and interpret electrical drawings, P&IDs, one-line diagrams, motor control schematics, and instrumentation and control drawings, and to use plans and specifications to manage, inspect, or build projects.
- Ability to read, interpret, and apply engineering standards including NFPA 110, NFPA 820, IEEE-519, NFPA 70E, etc.
- Construction administration experience, including submittals, RFIs, change orders, inspections, punch lists, startup, commissioning, and project closeout.
- Strong verbal and written communication skills, with excellent attention to detail. Ability to work independently and manage multiple projects at the same time.
- Proficiency with Bluebeam Revu, Microsoft Word, Outlook, Excel, Procore, Autodesk Forma, and equal type software.
- 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.
- Working knowledge with SCADA and PLC-based control systems, and process instrumentation.
- Experience on water or wastewater treatment, pumping, or conveyance projects.

Qualification Preferences

- A technical or bachelor's degree in engineering, construction management, electrical technology, or a related field. Relevant field and construction experience will be considered in lieu of educational degrees.
- Professional Engineer (PE) license, or EIT with an active path towards obtaining a PE license.
- Working knowledge of AutoCAD software.
- ICC Electrical Inspector certification, IAEL membership or training certification, or NICET certification.
- OSHA 30 certification.
- Arc flash hazard training/certification.
- Working knowledge of SKM power study software.

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