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## **Instrumentation & Controls Department Manager**

Full Time Position

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### ***Job Description:***

Morrow-Meadows Corporation is seeking a manager to lead our Instrumentation and Controls department. Our current manager is retiring. The new I&C manager will manage an existing strong team already in place and continue to support and build a team oriented environment. The current staff is approximately 10 people and we are looking to grow. In addition to supervising the current team, this candidate should be willing to assist in day to day activities including preparing and reviewing bids and RFP's, managing projects, and supporting current team members as needed to the successful completion of their tasks. This position will be expected to monitor and review the financial condition of all of the projects, prepare WIP reports monthly and work closely and interact with upper management in regards to strategic planning for the I&C department. This candidate must have a combination of technical skills combined with management and customer skills. They must be willing to lead by example and be self-motivated in reaching the teams goals.

### ***Location:***

Walnut Office  
618 Reyes Drive  
Walnut, CA 91789

### ***For This Position Contact:***

Ed Santos  
909-869-7140  
[esantos@morrow-meadows.com](mailto:esantos@morrow-meadows.com)

### ***Job Duties Include Electrical Systems 3D Coordination Model for:***

- Interpreting contract documents and specifications
- Interpreting control and P & ID drawings
- Ability to prepare and update project budgets
- Prepare, review and finalize cost estimates
- Ability to produce, update, and manage project schedules
- Review instrumentation, control and electrical designs
- Oversee design, engineering and manufacturing team members
- Interaction with other engineering firms, contractors and vendors
- Pricing scope changes
- Billings and other administrative functions
- Growth and Advancement opportunities

### ***Requirements:***

- Minimum of 10 years' experience in Instrumentation and Controls
- Minimum of 5 years managing personnel

- Minimum of 5 years of project management experience
- Be familiar with PLC and HMI programming, i.e. Allen Bradley, Unity, Wonderware and others
- Ability to review and prepare request for proposals and finalize all aspects including price, scope summary, clarifications, and exclusions
- Familiarity with the Southern California market for I&C
- Experience in managing I&C projects to a successful conclusion
- Familiarity with electrical schematics and control diagrams
- Familiarity with process controls and strategy
- Ability to work well with others and lead by example
- Proficient in Word, Excel, and Adobe Acrobat
- Good communication skills with clients and employees

### ***Benefits:***

Attracting and keeping the most talented people in the industry is a key to the stability and success of our corporation. Morrow-Meadows Corporation has structured our benefits package to ensure our employees are well compensated for their time and effort. Listed below are some key benefits all employees enjoy:

- Three Medical Benefit Options
  - HMO – Health Maintenance Organization
  - POS – Open Access Managed Care
  - HAS – Health Savings Account
- Dental Insurance
- Basic Life Insurance and Accidental Death & Dismemberment
- Wellness Program
- 401 (k) Plan with employer matching contribution up to \$5,000 per employee annually
- Flexible Spending Account
- Long Term Disability Insurance
- Eight paid Holidays plus your birthday
- Paid Vacation
  - Two weeks your first year of employment
  - Three weeks years two through ten of employment
  - Four weeks after ten years of employment
- A Company Bonus Program that pays out to eligible employees based on company profitability, performance and longevity
- The compensation package will be commensurate to the experience and requirements of the position

### ***Long Term Commitment:***

If you are looking to be a part of the best team in the electrical contracting industry, you need not look any farther. Our goal of challenging and supporting our employees makes the difference between having a job, and having a career. Morrow-Meadows is an equal opportunity employer.

