APPLICATION FOR STAFF POSITIONS:

The following are minimum qualification descriptions for positions that Webster Electric routinely employs. Webster Electric wishes to invite all qualified applicants who wish to be considered for any of these positions to:

1. Complete the online application and submit it for consideration
2. Upload or send a resume that expands on items shown below that the applicant wishes the management of Webster Electric to consider.

Openings for employment are usually advertised by some means and may be listed in one or more of the following: local newspapers, with the Mississippi Employment Security Division, applicable trade publications, via our website and online. The application process however is open ended and we accept applications and resumes for these positions on an ongoing basis and use those applications and resumes received to consider applicants for employment.

As a condition of employment all applicants agree to submit or document, if requested any or all of the following:

- Certified copies of all educational records to include:
  - High School or College diploma
  - High School or College transcripts
- Driver’s license number (for purpose of verifying driving record)
- Third party pre-employment Credit Check
- Employment verification which will attempt to document and can include:
  - Contacting previous employers to verify experience claimed is valid, work habits, reason for leaving previous employment, salary range.
- Social Security or other documentation to verify applicant is in the United States legally and can legally hold a job.
- Pre-employment drug and alcohol screening which can include urinalysis, blood sample, hair samples or such other means as is determined needed by management.
- Pre-employment physicals to determine fitness for positions applied for

Webster Electric Co., Inc. is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, color, creed, or national origin. We welcome applicants who meet the qualifications listed in the job descriptions to apply and if applicable, upload their resume with their application.

Please note that applications and resumes are to be submitted at www.webster.electric.com. Do not call the office and inquire about the status of your application/resume as you will be directed back to the website. Once you have filed an application, it will be kept for a minimum of one year. Qualified applicants will be contacted when a job opening occurs and if still interested, may arrange an interview for employment.
PROJECT MANAGER

- Bachelor of Science Degree from Accredited University in a field relating to Construction Management, Construction Sciences, Engineering, or other related degrees may be submitted.
  - Cumulative GPA of 3.0 or better
  - Must have documentable and strong math background with 3.0 or better grades in math classes
- Must have 5 years of documentable experience in Construction Related Project Management. (Does not necessarily have to be electrical related, but must be construction related)
- Would prefer to have at least some experience in the Commercial/Industrial Electrical Construction field.
- Applicant must be familiar with and able to effectively use Microsoft Office products (Word/Excel/Power Point as a minimum).
- Preference will be given to applicants who have used or can demonstrate proficiency in the following software/programs:
  - Estimation (formally by Maxwell Systems, now Viewpoint Construction Software)
  - Viewpoint Accounting or Project Management Software
  - AutoCAD
  - Scheduling Software to include a proficiency with:
    - Microsoft Scheduling
    - Primavera Project Planner
- Must live in (or be willing to relocate to) the Meridian, MS area. Applicant must live within 1 hour driving time to Meridian,
**ASSISTANT PROJECT MANAGER**

- Bachelor of Science Degree from Accredited University in a field relating to Construction Management, Construction Sciences, Engineering, or other related degrees may be submitted.
  - **Cumulative GPA must be 3.0 or better**
  - Must have documentable and strong math background with 3.0 or better grades in math classes
- Must have 1-2 years of documentable work experience. The work experience does not have to be in construction or in project management, but should be a solid reference for documenting work history, performance and ability to learn and perform at acceptable levels.
- Would prefer to have some exposure to the construction industry and would prefer any exposure to the electrical industry.
- Applicant must be familiar with and able to effectively use Microsoft Office products (Word/Excel/Power Point as a minimum).
- **Preference will be given to applicants who have used or can demonstrate proficiency in the following software/programs:**
  - Estimation (formally by Maxwell Systems, now Viewpoint Construction Software)
  - Viewpoint Accounting or Project Management Software
  - AutoCAD or REVIT
  - Scheduling Software to include a proficiency with:
    - Microsoft Scheduling
    - Primavera Project Planner
- Must live in (or be willing to relocate to) the Meridian, MS area and have reliable transportation and be able to get to work in the Meridian, MS area on a daily basis.
ESTIMATOR

- Bachelor of Science Degree from Accredited University in a field relating to Construction Management, Construction Sciences, Engineering, or other related degrees may be submitted.
  - *Cumulative GPA must be 3.0 or better*
  - Must have documentable and strong math background with 3.0 or better grades in math classes
- Must be able to demonstrate experience through one *(minimum)* or more *(two preferred)* of the following:
  - 2 years electrical estimating experience
  - 3 years of construction estimating experience in a field other than electrical
  - 5 years of minimum construction experience in the electrical field with a minimum of 3 of those years as a supervisor of on-site electrical projects
  - 10 years of minimum construction experience in industrial/commercial construction projects of a discipline other than electrical, with 5 of those years as a supervisor of others on the project.
- Applicant must be familiar with and able to effectively use Microsoft Office products *(Word/Excel/Power Point as a minimum)*.
- **Preference will be given to applicants** who are familiar with and have used or can demonstrate proficiency in the following software/programs:
  - Estimation (formally by Maxwell Systems, now Viewpoint Construction Software)
  - Viewpoint Accounting or Project Management Software
  - AutoCAD
  - Scheduling Software to include a proficiency with:
    - Microsoft Scheduling
    - Primavera Project Planner
- Must live in (or be willing to relocate to) the Meridian, MS area, or live within a 1 hour driving distance of Meridian, MS.
ESTIMATOR/TRAINEE

- Bachelor of Science Degree from Accredited University in a field relating to Construction Management, Construction Sciences, Engineering, or other related degrees may be submitted.
  - Cumulative GPA must be 3.0 or better
  - Must have documentable and strong math background with 3.0 or better grades in math classes
- Must be able to demonstrate experience through one (Minimum) or more (Two are preferred) of the following:
  - 2 years work of experience, preferably in a construction related field.
  - 1 year of construction related experience, preferably electrical but will consider all disciplines.
  - 10 years of experience as an electrician, with a minimum of 3 of those years as a field project supervisor.
  - 1-3 years of work experience in a directly relatable field showing the ability to learn difficult concepts, grasp them and apply them in the work place. (If you choose this route for documenting experience, you should be precise on your resume as to the type of work done and the concepts that had to be learned and applied.) (Example: Intern with a construction company during college. Learned to process submittals and payment applications…)
- Applicant must be familiar with and able to effectively use Microsoft Office products (Word/Excel/Power Point as a minimum).
- Preference will be given to applicants who are familiar with and have used or can demonstrate proficiency in the following software/programs:
  - Estimation (formally by Maxwell Systems, now Viewpoint)
  - Viewpoint Accounting or Project Management Software
  - AutoCAD
  - Scheduling Software to include a proficiency with:
    - Microsoft Scheduling
    - Primavera Project Planner
- Must live in (or be willing to relocate to) the Meridian, MS area or within a 1 hour driving distance of Meridian at most and have reliable transportation.