



LIGHTING CONTROLS MANAGER

POSITION TITLE: Lighting Controls Manager

DEPARTMENT: Lighting Controls Group

FLSA STATUS: Exempt

REPORTS TO: Principal

OUR MISSION: California Lighting Sales is a leading provider of innovative lighting solutions, committed to delivering high-quality products and exceptional service to our clients. We specialize in cutting-edge lighting control systems designed to optimize energy efficiency, enhance aesthetics, and provide superior functionality for a diverse range of applications.

POSITION SUMMARY: The Lighting Controls Manager oversees the entire lighting controls team and is responsible for delivering to customers a variety of services including but not limited to applications design, sequence of operations, competitive bids, start-up, commissioning, and acceptance testing performed by certified, experienced technicians. Our customers will be able to select from a complete offering of controls products and services managed by one team through a single point of contact. The Controls team will grow sales through increased controls & lighting specifications, expanded marketing outreach beyond engineers and contractors, and the addition of other complimentary controls manufacturers to our line card.

REPORTING RELATIONSHIPS/ORGANIZATIONAL SKETCH: The Manager of Lighting Controls reports directly to (Principal). The position also collaborates closely with the CLS Specification and Contractor sales teams, Quotes, Project Management, Tech Support and our manufacturers who offer controls. The Controls team will provide take-offs, drawings, submittals, releases, and arrange for client consultations and scheduling for commissioning, start up, and acceptance testing services.

POSITION REQUIREMENTS:

Education: A 4-year bachelor's degree is preferred, however, individuals with significant controls or construction management experience will be considered. Proficiency in AutoCAD, Bluebeam, Microsoft Office Tools, Adobe Acrobat Pro, and basic typing skills (40WPM) is required.

Experience: The position requires a minimum of 3 years previous project management experience in the lighting & electrical industry or with an electrical contractor or engineer. Familiarity with electrical plans, NEC, Title 24, and local codes is required. The role requires a strong technical background in lighting controls systems, as well as excellent communication and organizational skills.

SALARY & BENEFITS

Starting salary and benefit package is commensurate with prior work experience and qualificatio

DUTIES & RESPONSIBILITIES

Administrative

Lead & manage the lighting controls team, monitor process flow to ensure timely completion of designs and bids and successful delivery of jobsite services.

Develop and monitor departmental budgets, forecasts and financial reporting.

Collaborate with other department managers to ensure the alignment and integration of lighting controls solutions with overall company objectives

Sales & Business Development

Drive sales growth by identifying new business opportunities, cultivating client relationships, and expanding market share.

Provide technical expertise and support to the sales team during client presentations.

Oversee project quotations to ensure we remain competitive in bidding specifications and cross-opportunities.

Promote a full-service lighting control offering to customers that includes application layouts, drawings, templates, bid requests, commissioning and acceptance testing services.

Assist in the planning and promotion of company and manufacturer sponsored training seminars trade shows.

Project Management

Oversee the execution of lighting controls projects from inception to completion, adhering to proj deadlines, budgets, and quality standards.

Coordinate with internal teams, external vendors, and subcontractors to deliver projects on time within budget.

Resolve any project-related issues that may arise and ensure customer satisfaction through the project life cycle.

Customer Support

Receive and disseminate customer inquiries for technical support and troubleshooting.

Provide training and support to customers on the use and maintenance of lighting controls syste

Team Leadership

Recruit, train, and mentor department staff, fostering a culture of collaboration, innovation, and continuous improvement.

Set clear performance expectations, provide regular feedback, and conduct periodic performanc evaluations for department employees.

Promote a safe and inclusive work environment and adhere to company policies and procedures

The position is expected to strictly adhere to the policies and procedures outlined in the *Californ Lighting Sales Employee Handbook*

Decision Making:

The Controls Applications Engineer is afforded a moderate amount of discretion and autonomous decision-making authority with respect to the interpretation of construction documents and plans, as well as the selection of appropriate controls equipment. The position requires a detailed knowledge of the products and manufacturers we represent as well as the preferences of our customers, municipalities, and other specifying influences.

California Lighting Sales, Inc. is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability, age, sexual orientation or any other consideration made unlawful by Federal, State, or Local Laws. All candidates that are offered employment are required to complete and pass a pre-employment background check, employment physical and drug screening.

