

Project Manager

SUMMARY

Project Manager, you will manage all aspects of control projects, from beginning to end, with direct responsibility for project execution while leading a team, or teams, to accomplish specific objectives in a given time frame and with available resources. You will also be responsible for the administration, implementation, and management of control projects and accountable for assigned project's scope of work, schedule, and budget.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include the following. Other functions may be assigned.

- Financial responsibility on projects between \$20K and \$2M
- Managing the clients' expectations and communicating needs to the project team
- Managing resource assignments and utilization for all assigned resources
- Creating and managing project schedules
- Ensuring harmonious working relationships with our key partners
- Identifying risks and road blocks to the successful completion of the project and work with Management to resolve
- Ensuring quality of the end solution through implementation of our standard project and development processes
- Submit RFIs and submittals for review and approval
- Release parts for projects to ensure timely arrival for installation
- Define scope and write contracts for subs on assigned projects.
- Process billing monthly to ensure revenue is maintained.
- Attend internal project meetings to gain knowledge of the sales estimate and project scope to ensure accurate transfer of information.
- Interface with management, technicians & customers.
- Must be Customer service oriented and be able understand & manage numerous client/customer relationships.
- Maintains organization of job folders and updates with pertinent job related information.
- Communicates effectively with other team members concerning problems, obstacles, issues, and information needs.
- Acts as a technical resource to existing customers and field employees as needed.
- Participates in job site final walk-through on assigned jobs, completes all job closeout documentation and assists in job turn over to the service department.
- Flexibility to work overtime/weekends, as required to meet deadlines.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Strong experience in resource / manpower planning and team leadership of multiple technicians & engineers.

Must have strong financial and business acumen and a history of running projects on time and on budget.

Experience working directly with building owners is a plus.

Must be able to travel locally

Knowledge of Microsoft office products word, excel, project, outlook and others.

Individual must possess a valid driver's license in good standing

Preferred Knowledge/Skills, Education and Experience:

Bachelor's Degree in Electrical or Mechanical Engineering or Construction Management with a minimum of three (3) to five (5) years of HVAC controls project management experience or an equivalent combination of education and experience.