

JOB DESCRIPTION



Job Title: Service Projects Project Manager	Date Description Created: July 1, 2022
Reports To: Richard Goad	Department: JRC Service LLC
Salary Range: \$70,000 to \$90,000 based on level of experience	Number of Employees Supervised: 0
Primary Responsibilities: • Manage the installation of Owner Direct HVAC, Piping and Plumbing projects to meet code requirements, budget and on time installation. • Evaluate estimate and set up job costing system with labor, material and subcontract cost codes. • Negotiate buyout and prepare vendor and subcontractor purchase orders. Make bulk purchases with the support of Superintendent. • Evaluate submittals to reflect contract drawing and specifications. • Conduct field walks and track field labor on a regular basis to ensure project is maintaining schedule and budget goals. • Build and maintain strong customer relations with owners, subcontractors, vendors, and internal customers. • Develop schedules in coordination with the Superintendents and Foremen • Maintain a safe and secure work environment through safety meetings, incident investigations, and employee involvement. • Assist in gathering all closeout documents per customer requirements.	
Required Skills: • Have a knowledge and able to use all Microsoft programs (Excel, Word, Power Point, Project Manager) • Can use time management to complete the tasks related to their projects • Can multitask when managing several projects at once • Ability to work well with others and clearly communicate what needs to be accomplished	
Required Experience: • Four Year Degree in Construction or Business Management applicable field work experience in the mechanical trade. • Minimum five years verifiable Project Management experience working for a mechanical subcontractor in the areas of commercial HVAC and Plumbing. • Must have verifiable experience in commercial construction and the ability to work on multiple projects simultaneously.	

Required Attitude:

- TEAM player
- Self-Motivated
- Positive and Upbeat
- Innovative Thinker
- Independent

Required Results:

- Profitable projects
- Excellent review from the customer
- Return customers
- Departmental and interdepartmental teamwork

Required Habits:

- Adaptability
- Composure while dealing with multiple parties that sometimes want conflicting results.
- Ability to prioritize several tasks

Success Looks Like: A profitable project with a very satisfied external and internal customer.