



## Mechanical Project Manager

We are looking for an experienced Mechanical Project Manager to provide leadership and direction on industrial mechanical projects. The mechanical project manager is responsible for all aspects of project management including day to day operations which will have impact on the profitability and reputation of the project, department and Company.

**Work Hours:** 7:00 – 5:30 (Monday through Thursday)

### Duties and Responsibilities:

- Should actively pursue and develop future business.
- Evaluate the contractual scope of work. Plan, organize and staff key projects
- Monitor/control construction through administrative direction of on-site project superintendent.
- Prepare, issue and update project documents and variance reports to ensure project is on schedule and within budget.
- Manage financial aspects of contracts (costs, billings, and collections) to maintain profitability goals and positive cash flow while simultaneously maintaining a positive relationship with client.
- Manage risks. Investigate potentially serious situations to circumvent problems or promptly implement corrective measures as required.
- Ensure project document controls are in compliance with contract requirements and our standards.
- Demonstrate the desire to take care of our people and property.
- Have excellent MS Office skills and the ability/drive to learn new software systems.

### Ideal Candidates will have:

- 4-5 years' experience with industrial HVAC, industrial process piping, mechanical construction project estimating and management
- 4-yr. mechanical engineering or construction science degree, or technical training and related Plumbing/Piping/HVAC trades experience (or an equivalent combination of education and experience)
- A thorough understanding of industry practices, processes, standards, etc., and their impact on project activities
- Strong project management skills, including documentation, cost control, procurement, scheduling, change order pricing, negotiating
- Outstanding negotiation and change order management skills
- Superior communication and interpersonal skills (tact, diplomacy, influence, etc.)
- Ability to apply innovative and effective management techniques to maximize employee performance