



## Job Description

<b>Job Title:</b> Project Manager	<b>Last Updated:</b> 9/11/19
<b>Department:</b> Business and Development	<b>Direct Reports To:</b> Director of Business Development
<b>Status:</b> Non-Exempt	

### Job Summary:

Responsible for the coordination and completion of projects on time, within budget, and within scope. Oversee all aspects of projects from beginning to completion. Set deadlines, assign responsibilities and monitor and summarize progress of projects. Prepare reports for leadership team regarding status of project. Responsible for the management of developing business with our customer base, managing projects from beginning to completion in the areas of mechanical systems, electrical systems, steel fabrication and general construction for industrial use.

### Essential Duties/ Responsibilities:

- Understand the scope of work related to industrial trade projects (mechanical, electrical, construction, etc.)
- Ensure all resources are on time and scheduled to complete work efficiently
- Understand and communicate proposals based on customers scope of work, safety, timing, and quality to field operations personnel
- Create and communicate proposals based on customers scope of work
- Effectively create estimates to support proposal creation based on the customers scope of work
- Meet with customers to provide solutions, manage their required needs, and offer help in the company's area of expertise.
- Communicate leads, potential change orders, and possible time and material opportunities so additional work can be quoted
- Provide technical support if suitable to Department Managers, Superintendents and Crew Leaders
- Plan site visits with Department Managers during the quoting process
- Conduct on-site kickoffs as suitable for the job
- Update project status to show progress on extended jobs
- Track and bill for projects

### Job Qualifications:

- A minimum of 5 years of industrial/commercial trade experience (mechanical, electrical, construction, machinery moving, etc.)
- Previous experience running multiple trade crews in an industrial or commercial environment
- Prior experience managing sub-contractor work from quoting to completion
- Possess exceptional verbal and written communication skills
- Familiarity with Microsoft Office Suite, (Word, Excel) Gmail and Google Docs
- Ability to provide and update customers with required documentation relating to timing, materials, and safety
- Ability to schedule project kickoff meetings to develop an efficient plan of work
- Follow-up with customer at the end of the job to confirm satisfaction
- Must have a valid driver's license with a clean driving record

**Physical Requirements of Position:**

- This position is required to do extensive walking through factory environment production areas.
- Must have the ability to independently lift and carry objects safely that weigh up to 20 lbs. routinely, 50 lbs. frequently, and 80 lbs. occasionally
- Possess the ability to work skillfully with both hands constantly
- Ability to climb and maintain balance on ladders and scaffolding
- Must be able to travel on occasion. Must be able to occasionally travel out of state