

# Hiring: Project manager

## Job Description

### Position Overview

Reporting to the Vice President, this individual will manage construction projects to successful completion. They will be responsible for project safety, quality, budget and schedule performance. This person will actively support business development by preparing proposals, meeting with clients, and conveying those traits that uniquely differentiate Northland Mechanical in our market.

### Key Responsibilities:

- Full understanding of the construction project process (Submittals, RFI's, change requests, project closeout).
- Apply knowledge of building codes and best practice work methods.
- Forecasting hours and scheduling labor
- Communicating to Foremen clearly, consistently and in a timely manner
- Assure employees adhere to company safety policies.
- Implement quality control/quality assurance methods.
- Develop and nurture existing client relationships to maximize project opportunities.
- Actively seek new business opportunities.
- Takes the initiative to collect on invoices in a timely fashion.
- Adopt, present and encourage a culture of continuous improvement, transparency, accountability, and integrity.
- Perpetuate our Core Values and culture in a positive and productive manner.
- Deliver projects in a manner that exceeds customer expectations and meets or exceeds profitability goals.

### Requirements:

- 5+ years of mechanical project management experience in the construction industry.
- Demonstrated success cultivating new and developing existing client relationships.
- Mastery level understanding of construction and mechanical industry best practices, processes, standards, codes, regulations, etc.
- Experience directing teams of trades utilizing proven project management techniques and work flow
- High computer literacy including the use of job-estimating software, with the ability to learn/master new platforms quickly.

### Preferred Qualifications:

- Experience preparing plumbing, piping and sheet metal estimates.
- Sage 300 CRE proficiency.

### Excellent Compensation Package:

- Competitive salary commensurate with experience and qualifications.
- Paid holidays.
- Generous Paid Time Off program.
- Monday-Friday work week.
- Medical, Dental and Vision benefits available.

Northland Mechanical Contractors, Inc. is an Equal Opportunity Employer.

Job Type: Full-time