



Project Manager

Job Overview

Assist in the oversight and coordination of various aspects of mechanical projects from preconstruction to closeout. Closely work with an internal team of project managers, coordinators, field personnel, and clients to ensure a project meets quality, budget, and schedule requirements.

Responsibilities & Duties

- President of projects that are assigned to PM
- Weekly schedule review and updates to schedule based on review.
- Manage project job cost.
- Weekly job walk with Foreman, document and respond in timely manner to project issues.
- Monthly Project Billings
- Run and maintain notes for weekly project team meeting (BIM, FAB, LABOR, LOGISTICS, FIELD)
- Complete Project Procurement
 - Buyout
 - Scope reviews
 - Submittals
- Attend BIM coordination meetings and/or review BIM coordinator published meeting minutes
- Responsible for change management (delegation or execution, PM responsible for ensuring that change proposals are submitted in a timely manner)
- Monthly project forecasting, updating change log etc.
- Attend weekly fab shop planning meetings, as required
- Attend weekly General Contractor jobsite coordination meetings. Distribute meeting minutes to subcontractors, Foreman and BIM department.
- Review and approve workflow notifications
- Delegates work to Assistant PM as needed.
- Elevate issues to Senior PMs and Executives as needed
- Document management (Procore) – Keep up to date (Installation files, submittals, contract docs and change documents, RFI's etc).
- Review daily logs and address field items that need attention
- Develop relationships with vendors and subcontractors. Take opportunities to get out of the office and develop these relationships.
- Monitor overall project health (update documentation dial based on project health).



NORTH MECHANICAL

CONTRACTING & SERVICE

Qualifications

- Driven and proactive personality with a willingness to learn.
- Excellent communication, organizational, and problem-solving skills.
- Proficient in MS Office suite including Project.
- 1-3 years of related experience with HVAC, plumbing, or similar role in the industry.
- College degree in related field preferred.
- Procore certifications.

Benefits

- Competitive pay with paid vacation, sick leave, and holidays.
- Company supplied health insurance with HSA.
- Mileage reimbursement for work related travel.
- Flexible work arrangements.
- Employer covered training events to further education.

Please email resumes to Lauren Rudd at lauren.rudd@northmechanical.com.