NORTH MECHANICAL
CONTRACTING & SERVICE

TOP WORK PLACES 2025
INDYSTAR

North Mechanical Contracting and Service is a leader in the mechanical industry, dedicated to delivering mechanical solutions from concept to success. Based in Indianapolis, we specialize in comprehensive construction, contracting, preventative maintenance, and innovative approaches to mechanical systems. Recently nominated as one of the 2025 Top Workplaces in Indianapolis, North Mechanical takes pride in fostering a culture built on Excellence, Inspiration, and Innovation—and we're looking for team members who share that same drive and commitment to success.

As we continue to grow, we're seeking a motivated and detail-oriented Project Engineer / Assistant Project Manager to join our Contracting Department in Indianapolis. This full-time, entry-level project management position provides hands-on experience and a structured path toward becoming a Project Manager.

In this role, you'll support an assigned Project Manager with the planning, coordination, documentation, and financial administration of commercial mechanical piping and plumbing projects. Through North Mechanical's Management Education Program, you'll gain experience across key areas of our business and progressively take ownership of smaller projects under the guidance of experienced project leaders.

At North Mechanical, you'll be part of a growing team that values innovation, collaboration, and professional development. This opportunity combines practical project experience, mentorship, and structured education to prepare you for increasing responsibility and advancement into a Project Manager role.

Key Responsibilities:

1. Assist Project Managers with Project Planning, Scheduling, and Coordination
2. Support Project Budget Tracking, Job Cost Reviews, and Forecast Preparation
3. Help Prepare Monthly Billings and Maintain Project Financial Documentation
4. Assist with Procurement, Purchase Orders, and Subcontract Coordination
5. Track RFIs, Submittals, Change Orders, and Other Project Documents
6. Participate in and Generate Minutes for Project Meetings, Jobsite Walks, and Team Follow-Ups
7. Coordinate with Field Leadership, VDC, Fabrication, and Project Stakeholders
8. Review Daily Logs, Track Action Items, and Escalate Project Issues
9. Support Project Startup, Closeout, and Quality Control Activities
10. Manage Assigned Small Projects with Oversight from a Project Manager
11. Complete the Management Education Program and Apply Learned Skills
12. Progressively Assume Project Management Responsibilities Through Mentorship

The ideal candidate is organized, proactive, eager to learn, and able to manage multiple priorities. Strong communication, problem-solving, teamwork, and attention to detail are essential. Proficiency in Microsoft Office and willingness to learn project management software are expected. A Bachelor's Degree in Construction Management, Engineering, or a related field is preferred. Prior construction, internship, co-op, or mechanical/plumbing experience is beneficial but not required.

North Mechanical Contracting and Service is proud to offer a comprehensive benefits package designed to support the well-being and growth of our employees. We provide a competitive salary along with a 401(k)-plan featuring a company match to help you plan for your future. Our benefits include health, dental, vision, and life insurance, as well as paid time off and holidays to promote work-life balance. Employees also have access to an employee assistance program and cross-training opportunities that encourage professional development and long-term career growth within our expanding organization.

Submit resumes via: Careers | North_Mechanical