



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 an energetic and detail-oriented Project Manager to join our Contracting Department at our Indianapolis location. This is a full-time position working between the office and jobsites working Monday through Friday.

In this role, the ideal candidate will assist in the oversight and coordination of various aspects of mechanical projects from preconstruction to closeout. They will work closely with an internal team of project managers, coordinators, field personnel, and clients to ensure a project meets quality, budget, and schedule requirements.

At North Mechanical, you’ll be part of a dynamic, growing company that values innovation, collaboration, and professional growth. This position is an exciting opportunity to make a real impact—enhancing operational efficiency and contributing to the continued success of our Contracting team.

**Key Responsibilities:**

1. President of Assigned Projects
2. Weekly Schedule Review
3. Manage Project Job Cost
4. Weekly Job Walk
5. Prepare Monthly Project Billings
6. Run & Maintain Notes for Weekly Project Team
7. Complete Project Procurement
8. Attend BIM Coordination Meetings
9. Responsible for Change Management
10. Monthly Project Forecasting
11. Attend Weekly Fab Shop Planning Meetings
12. Attend Weekly General Contractor Jobsite Coordination Meetings
13. Review & Approve Workflow Notifications
14. Delegates Work to Assistant Project Manager
15. Elevate Issues to Senior Project Managers & Executives
16. Document Management
17. Review Daily Logs & Address Field Items
18. Develop Relationships with Vendors & Subcontractors
19. Monitor Overall Project Health

The ideal candidate will have a driven and proactive personality with a willingness to learn. Excellent communication skills, problem solving skills, accuracy, and attention to detail are essential. Proficiency in Microsoft Office applications is recommended, as well as the ability to utilize and learn various software programs. A Bachelor’s Degree in Construction Management or related field is preferred, but not required. 1-3 years of related experience with HVAC, Plumbing, or similar role in the industry is preferred.

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](#)