



**NORTH MECHANICAL**  
CONTRACTING & SERVICE



## **NORTH MECHANICAL CONTRACTING**



## **A CULTURE OF SUCCESS**

### **Job Description:**

#### **Senior Project Manager**

##### **Company Overview:**

North Mechanical Contracting and Services 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, preventive maintenance, and innovative approaches to mechanical systems. Our passion is Excellence, Inspiration and Innovation.

##### **Position Overview:**

The ideal candidate will 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:**

- Lead, Manage and mentor a team of Project Managers and Assistant Project Managers, providing guidance, support, and performance feedback
- Provide leadership and strategic direction for multiple mechanical projects across various stages of development
- Serve as the primary escalation point for project challenges and collaborate with executives to implement strategic solutions
- Promote professional development and knowledge sharing across the project management team
- Manage project job cost
- Weekly job walk with Foreman, document and respond in timely manner to project issues
- Review Monthly Project Billings
- Run and maintain notes for weekly project team meeting (BIM, FAB, LABOR, LOGISTICS, FIELD)
- Complete Project Procurement
  - Buyout
  - Scope reviews
  - Submittals
- Responsible for change management (delegation or execution, PM responsible for ensuring that change proposals are submitted in a timely manner)
- Lead monthly forecasting and reporting, providing executive-level insights into project health and financial performance
- Review and approve workflow notifications
- Document management (Procore) – Keep up to date (Installation files, submittals, contract docs and change documents, RFI's etc)
- 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)

### **Recommended Qualifications:**

- Proven leadership and project management experience in mechanical contracting
- Demonstrated success in leading and developing a team of project managers
- 5+ years of experience in HVAC, plumbing, or related mechanical systems
- Strong communication, problem-solving, and organizational skills
- Proficiency with project management software; **Procore** experience preferred
- Bachelor's degree in Construction Management, Engineering, or related field
- Procore certifications and BIM coordination experience are highly desirable
- Ability to manage multiple priorities and mentor junior staff effectively

### **Benefits:**

We offer competitive compensation, health benefits, professional development opportunities, and a collaborative work environment.

Submit resumes at: [Careers | North Mechanical \(northmechanical.com\)](https://northmechanical.com/careers)

Or

Email resumes to: [careers@northmechanical.com](mailto:careers@northmechanical.com)