

Position: Project Manager I

Reports to: Senior PM appointed by the COO

Summary:

The Project Manager I's role is to learn the profession of Construction Project Management and the PSF specific processes and procedures while supporting a Senior Project Manager in the execution of project work.

Responsibilities:

- Assigned to assist Senior Project Managers in the execution of their respective projects.
- May manage small projects in entirety under supervision of a Senior PM/Account Executive. This includes assisting in the development of proposals, estimates and project cost standards (budgets).
- Assist in estimating costs and pursuing change orders for variations in scope and impacts to PSF productivity.
- Assist in preparing monthly cost management reports that demonstrate project performance and forecast relative to schedule and cost.
- Maintain ongoing communication with the GC/Customer and other trades on the project to ensure effective coordination of work, consistent interpretation of project specifications and obligations, and a clear understanding of responsibilities among related trades.
- Represent the Company at project meetings and maintain clear communication with the customer throughout the duration of the project.
- Prepare and maintain project documents such as (but not limited to) Material Requisition Logs, Impact Logs, Change Order Logs, project correspondence, and project close-out documentation.
- Issue and receive RFIs in order to clarify and confirm specific project requirements or enhancements, and distribute to the project team and subcontractors.
- Monitor and track project progress and activities. Conduct regular scheduled meeting with the PSF project team to review progress, coordination efforts, anticipate problems, and take corrective action to resolve conflicts.
- Work with vendors and PSF Purchasing Department in procuring equipment and materials for assigned projects.
- Develop base line mechanical schedules from start of MEP to Commissioning and closeout documentation with the assistance of the production team.
- Represent PSF Mechanical in a professional manner in all dealings with owners, architects, vendors, other design professionals and contractors
- May travel to attend meetings and perform project surveys on projects located out of state. This will be infrequent, and generally consist of 2-3 short trips a quarter.
- Seek and engage in continued training in order to build technical and managerial strength in the HVAC Design/Build industry.
- Other duties as assigned.

Education & Experience:

- Bachelor of Science Degree in Construction Management, Mechanical Engineering, or 3-5 years of relevant field experience preferred.
- Familiarity with the construction industry and basic principles of mechanical systems.
- Able to work well independently and as part of a team.
- Possess strong verbal, written, analytical, persuasion and interpersonal skills
- Proficient in Microsoft Office 2010 Products. Word, Excel, and Outlook are a requirement.
- A working knowledge of SharePoint, Adobe Acrobat, and Bluebeam Revu software would be considered an advantage.
- Organized and able to prioritize multiple tasks and successfully meet deadlines.
- A strong desire to learn and develop Project Management skills.
- A valid license and clean driving record are required
- Have an excellent attendance record at prior employment.

Physical Demands:

- Able and willing to travel.
- Coordinate the movement of your eyes, hands, and fingers.
- Physical requirements include: standing, bending, and sitting; repetitive motions of hands and wrists.
- Able to sit at a computer or workstation for extended periods.
- Able to work in all weather conditions.
- Physical ability to climb ladders and walk construction jobsites on uneven terrain.
- Must be capable of working extended hour days when job/business needs demand.

Additional Information

- Type: Full-Time
- Experience: Entry Level
- Compensation: Salary

