

**Position: Senior Project Manager**

**Reports to: Project Manager Coordinator**

**Summary:**

The Senior Project Manager effectively executes complex projects, trains and mentors less experienced project managers and is generally recognized as a leader within the company. The Senior Project Manager may function as an Account Executive from time to time, and is heavily involved in supporting the sales team during the Pre-Construction Phase of project evolution. She/he is expected to meet performance standards set by management and to comply with all company policies and procedures.

**Responsibilities:**

- The Senior PM is responsible for the direction, training, and mentoring of Project managers assigned under them and of upholding PSF standards in the execution of their duties.
- Assist sales team as needed in presentations and negotiation of proposals, estimating, and the review and administration of approved contracts. The Senior PM may also act as the Sales Executive for major projects when appropriate.
- Develop proposals, estimates and project cost standards (budgets). The Senior PM is expected to be 100% responsible for the financial health of the projects he/she manages.
- Estimate costs and pursue change orders for variations in scope and impacts to PSF productivity.
- The Project Manager is to be the focal point for dissemination of project information to ensure that all project team members (internal and external) receive the necessary information and documentation to performed assigned roles.
- Prepare monthly cost management reports that demonstrate project performance and forecast relative to schedule and cost.
- Schedule and conduct a Lessons Learned meeting upon project completion to critically review project performance, analyze problem areas, determine corrective action items and identify ways to prevent reoccurrence on future projects. Also work with Marketing to survey the direct and indirect customers for their evaluation of the PSF project team.
- Must be proficient in reading and understanding construction documents (plans, specifications, contracts, RFIs, ASIs, etc.)
- Should be familiar with applicable international, state, and local codes
- Requires firm understanding of contract language, terms, and fee structures.
- Fundamental understanding of mechanical and plumbing system design, control systems, and equipment operation is essential.

**Education & Experience:**

- A Bachelor of Science Degree in Construction Management, Engineering, or similar work experience
- Minimum eight to ten years' experience in mechanical engineering or construction and be familiar with a variety of HVAC and plumbing system designs
- Demonstrate proven track record of successful projects and satisfied customer references
- Capable of managing mechanical projects ranging from \$500,000 to \$10,000,000 plus in size
- Able to read architectural, structural and mechanical plan and be familiar with a variety of HVAC systems and terminology
- Able to handle a number of projects at the same time

- Strong organizational and analytical skills
- Able to effectively interact with customers, field personnel, sales and office staff
- 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.
- Able to consistently set goals and meet deadlines
- Able to work independently or in a team atmosphere
- Able to adapt to flexible responsibilities
- Possess qualities of an innovative thinker and team leader
- Project a positive image of the company and herself/himself to customers
- 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.
- Able to climb ladders and walk jobsites in uneven terrain.
- Must be capable of working extended hour days when job/business needs demand.

**Additional Information**

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

