

Position: SPTI Project Executive
Reports to: SPTI Division Manager

Summary:

It is the responsibility of the SPTI Project Executive to attract and procure construction and service contract opportunities for PSF Mechanical, Inc with both new and existing customers. SPTI Project Executives are expected to build and maintain exceptional relationships with clients. This is achieved through clear communication and meeting project expectations.

Responsibilities:

- Support and be a contributor to the sales planning effort that provides the direction necessary to obtain our goals in the various construction and service project market
- Learn and become proficient in PSF estimating methodology and tools, electronic file storage system (Bluebeam), project management methods and tools, basic engineering and design activities, and other necessary activities and tasks
- Successfully identify, create, and maintain long term, relationship centered clients
- Provide leadership throughout a construction project's life
- Act as project manager on projects
- Mentor and train new or entry level personnel
- Produce professional and timely proposals, budgets, estimates, site studies and other activities necessary to win targeted project opportunities
- Achieve sales volume and margin goals as identified by sales management
- Support PSF's overall sales and marketing efforts and teams
- Develop a positive working relationship with service sales and operations, construction sales, estimating, engineering, accounting, production and other PSF departments and staff.
- Support or lead miscellaneous projects or tasks as needed or as assigned by sales management
- Be a positive and active contributor to PSF's core values of Reliability, Advocacy, Collaboration, Integrity, and Long-term Partnerships
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Upholds quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed

Initial Expectations:

First 6 months

- Gain a clear understanding of the SPTI Department, Structure as well as PSF standards for estimating, selling and managing work
- Take on projects from existing customers

After 1 year

- Have sold and managed enough projects to generate a minimum \$500,000 amount of revenue
- Built and maintained relationships with new and existing customers

After 2 years

- Generate a minimum \$1,500,000 amount of revenue (hitting sales goals set at the beginning of the year)
- Have a list of clients that you have successfully gained the trust of and performed repetitive work since time of hire

Education & Experience:

- A Bachelor of Science Degree in Construction Management, Engineering, or similar work experience
- Minimum five 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 \$5,000,000 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:

- 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 when visiting construction job sites
- Able to climb ladders and walk jobsites in uneven terrain
- Must be capable of working extended hour days when job/business needs demand



SPTI Project Executive

February 24, 2017

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Additional Information

- Type: Full-Time
- Experience: Experienced
- Compensation: Salary plus company benefits

