

Position: Director of Project Management

Reports to: COO

Direct Reports: Senior Project Managers, Project Managers, Assistant Project Managers

POSITION SCALABILITY

This position description requires individual roles and responsibilities to be scaled as follows and will change as needed:

- 70% of time dedicated to the coordination and leadership to the project management group.
- 30% of time dedicated to project management as Senior Project Manager to assigned projects

AS PROJECT MANAGEMENT MANAGER

Critical Results

- Project Management Manager takes an active leadership role within the project management group that promotes the core values and strength of the Company: Reliability, Collaboration, Advocacy, Integrity and Long Term Partnerships
- Project Management Manager to properly allocate Project Management resources to support the Company project workload as efficiently as possible; maintaining coverage, high productivity while being fiscally responsible for both current and forecasted projects.
- Project Management Manager leads in establishing and reinforcing standards and procedures for all Project Management functions
- Continued individual growth and development within the Project Management team

Primary Tasks

- Sets an example of professional Project Management through personally managed projects
- Is aware of overall company workload, assists management team in planning for upcoming work, and assigns project management work to achieve effective and efficient execution
- Recruitment of new hires within the Project Management Team
- Assesses individuals within the Project Management Team and trains, coaches and reassigns individuals as needed
- Meets both one on one and with the entire Project Management team on a regular basis.
- Sets and maintains approved Project Management Budget
- Review and approval of the Project Management Team's time cards
- Responsible for the training, development and mentoring of the Project Management team.
- Seeks and incorporates input from all Company departments
- Develop, implement and maintain process, policy and procedures within the Project Management Team
- Quarterly forecasting of Project Management resources

- Semi-Annual employee evaluations of direct reports
- Identify and address any misalignments or poor performance of direct reports
- Meet with all department managers on a regular basis to ensure cohesion with the team and address any weaknesses uncovered
- Meets with COO on a regular basis to review overall workload and performance of the Project Management team

AS SENIOR PROJECT MANAGER

Critical Results

- The Senior Project Manager (SPM) is confident that the assigned projects and tasks are completed efficiently, professionally and on schedule
- The Senior Project Manager is recognized as a vital, trustworthy and cooperative member of the Project Management Team, and seen as a source for training and mentorship by less senior members of the PM Team.
- The Senior Project Manager seeks and receives continued training in order to build technical and managerial strength in the HVAC Design/Build industry
- The Senior Project Manager is seen by their project team as the key project player that results in successful projects

Primary Tasks

- 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 ten years' experience in mechanical engineering or construction and be familiar with a variety of HVAC and plumbing system designs
- Minimum three years managing a team of project managers
- 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
- Strong team player that can manage and contribute to several projects simultaneously
- 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
- Capable of adapting 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

- Willing and able 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

