

Position: Project Executive
Reports to: National Account Manager

Summary:

The responsibility of the Project Executive is to develop and manage construction opportunities for PSF Mechanical, Inc. with clients. Project Executives are expected to build and maintain exceptional relationships with clients, consultants and subcontractors. This is achieved through clear communication and meeting project expectations.

Responsibilities:

- Provide support to National Account Manager and existing client by developing, estimating, selling, and managing construction opportunities. These opportunities will be existing facility / SPTI type projects, as well as ground up projects typically working direct for owner
- 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 create, and maintain long term relationships with both internal and external clients
- Provide leadership throughout a construction project's life
- Act as project manager on assigned projects
- Produce professional and timely proposals, budgets, estimates, site studies and other activities necessary to win project opportunities
- Support PSF's overall sales and marketing efforts and teams
- Travels on a limited basis to support project work out of state
- Develop a positive working relationship with construction sales, estimating, engineering, accounting, production and all other PSF departments and staff.
- Be a positive and active contributor to PSF's core values of Safety, Reliability, Advocacy, Collaboration, and Integrity
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Maintains 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
- Other items as determined to add value to the client or to our internal teams
- Additional duties as assigned

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 \$100,000 to \$2,000,000 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, problem solver 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.
- 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

Additional Information

- Type: Full-Time
- Experience: Experienced
- Compensation: Salary



