



PROJECT MANAGER

JOB LOCATION: Wisconsin Rapids, WI

Summary:

Plans, directs and coordinates the activities of assigned projects to ensure that goals and objectives of the project are accomplished within the prescribed time frame and budget parameters as dictated by the project contract.

Essential Duties and Responsibilities:

- Build and maintain strong, long-lasting customer relationships.
- Understand customer pain points, propose potential solutions, determine budget and price solutions for resolving issues.
- Plans and directs the operations required for the completion of assigned projects within budget, customer requirements and timelines.
- Directs field personnel and subcontractors engaged in planning and executing the work procedures, interprets specifications, and coordinates various phases of construction to prevent delays.
- Inspects work in progress to ensure workmanship conforms to specifications and adherence to construction schedules per assigned projects.
- Reviews and approves billing projections for assigned construction projects based on project completion schedule.
- Prepares project status reports for compliance with company standards, customer contract requirements, and other related specifications.
- Prepares labor projections and requirements of field personnel.
- Leads adherence to safety and compliance requirements.
- Attends meetings and interacts with owners as necessary.

Qualifications:

- Bachelor's or Associate's degree in one of the following; Construction Management, Project Management, Engineering or related mechanical field experience.
- Minimum 10 years of experience managing Commercial or Industrial HVAC projects
- Must be highly organized, detail oriented, and have excellent interpersonal skills
- Must have thorough knowledge of construction processes and management techniques
- Must have strong proficiency in MS Office, particularly Excel, Word and Project
- Must have good written and oral communication skills
- Confidentiality and integrity is a must
- Travel may be required

- Valid driver's license