



“A Relentless Commitment to Excellence”

INSTALLATION, SERVICE & MAINTENANCE SINCE 1970

Project Manager (PM)

Job Competencies and Description

Department: Construction Department

Reports to: Vice President

Supervisory Responsibility:

This position manages field technicians and is responsible for the performance management and accountability of these employees.

Positional Overview:

The Project Manager will plan, execute and finalize projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors in order to deliver projects according to plan. The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle.

Qualifications:

Required Education and Experience:

1. Associates/Bachelor's degree in a technical discipline, or business management is preferred.
2. 1-2 years of experience in managing or leading the work of others.

Preferred Education and Experience:

1. Five years relevant work experience with an architecture, engineering or construction firm required.
2. Industry Certifications

Competencies:

1. Communication Proficiency
2. Customer/Client Focus
3. Leadership
4. Organizational Skills
5. Performance Management
6. Problem Solving/Analysis
7. Technical Capacity

Additional Eligibility Qualifications:

1. Experience working independently and, in a team-oriented collaborative environment.
2. Can conform to shifting priorities, demands and timelines through analytical and problem-solving.
3. Strong interpersonal skills and communication skills to effectively interface and gain cooperation with all levels of company structure, including outside vendors and General Contractors.
4. Proficient in Microsoft Office (Word & Excel), clearly written proposals, detailed estimating templates for bids and change orders; familiar with project scheduling software.
5. Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

Project Manager (PM) – v. 11/1/19

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Essential Functions:

1. Direct and manage project development from start to finish.
2. Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
3. Ensure project cut sheets, drawings, RFI's and all pre-construction documents are timely submitted.
4. Effectively communicate project expectations to team members and stakeholders in a timely fashion.
5. Estimate the resources and participants needed to achieve project goals.
6. Draft and submit budget proposals and recommend subsequent budget changes where necessary.
7. Determine and assess need for additional staff and make the appropriate recruitments as necessary.
8. Delegate tasks and responsibilities to appropriate personnel.
9. Identify and resolve issues and conflicts within the project team.
10. Plan and schedule project timelines and milestones and interpret various scheduling charts and software.
11. Track project milestones and deliverables; ensure long lead equipment is released timely.
12. Prepare status/progress reports and analyze results – troubleshoot problem areas.
13. Proactively manage changes in project scope, identify potential crises and devise contingency plans.
14. Coach, mentor, motivate and supervise project team members and contractors.
15. Build, develop and grow business relationships vital to success of the project.
16. Conduct project post-mortems and create recommendations report to identify successful and unsuccessful project elements.

Work Environment:

- This position operates in both an office and field setting. This role routinely uses standard office equipment, Microsoft Software and data management software.

Position Type and Expected Hours of Work:

1. This is a full-time (40-50 hour/week) position.
2. The Project Manager is expected to work during all normal business hours, Monday - Friday, 7:00 a.m. to 5:00 p.m., with additional on-call shifts required.
3. Occasional evening and weekend work may be required as job duties demand.

Travel:

- Project Managers are expected to travel to all jobs.

Professional Development Expectations:

- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

Interested??

Email John Johnson, Vice President
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