



## Job Description

### POSITION SPECIFICS

<b>Job Title:</b>	<b>Project Manager</b>
<b>Department:</b>	<b>Project Management</b>
<b>Reports To:</b>	<b>President</b>

### ROLE

**Summary:** Responsible for managing projects from the planning phase through to the project completion. Works across multiple internal teams to ensure project deliverables are successfully delivered. Facilitates communications between team members and eliminates barriers to getting the work done. Regularly communicates status of projects to executive management.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Assists in estimating work by preparing and overseeing cost estimates, proposals, and related documents.
- Develops schedules and budgets for projects with input from consultants.
- Negotiates customer contracts.
- Negotiates subcontractor contract terms.
- Negotiates vendor purchase order terms and conditions.
- Prepares monthly labor and project forecasts.
- Change order pricing and negotiation.
- Creates, executes, and revises project jobs as required
- Identifies resource needs and assigns individual responsibilities to assure project completion
- Assists in marketing efforts.
- Coordinates resource requirements with field and operations manager.
- Prepares billings and track financial performance on assigned projects.
- Supervises preparation and distribution of submittals, operating and maintenance manuals, and as-built drawings.
- Completes job close out.
- Develops positive relationships with customers, subcontractors, vendors, and fellow employees.

#### Supervisory Responsibilities

This job may supervise others on a project basis by delegating and overseeing duties and responsibilities assigned to Project Engineers.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong, time management, leadership and decision making skills.
- Ability to be highly organized, in day-to-day and long term planning and execution, and to track and maintain complex schedules effectively.
- Excellent written and oral communication skills, including the ability to effectively delegate and negotiate.

#### Education/Experience

Bachelor's degree or equivalent in Business, Architecture or Construction Management and five to ten years of related experience and/or training; or equivalent combination of education and experience.

- General knowledge of all phases of construction/building projects.
- Working knowledge of "AIA" documents and change order forms.
- Ability to read and understand construction schedules, blueprints, and specifications.
- Familiarity with cost information management systems, cost estimating, project costing and scheduling for efficient operations.

#### Computer Skills

Proficiency with Microsoft Word, Excel, and Outlook required. Proficiency with email required. Familiarity with CAD programs, MS Project and Blue Beam preferred.

#### Certificates and Licenses

Valid Driver's License required with acceptable driving record.

### **WORKING CONDITIONS**

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee could be frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock while in the field. The noise level in the work environment is usually moderate.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee is regularly required to sit for long periods of time. Employee must be able to work in close contact with small and large groups. Frequent hearing and talking is required.

Travel including occasional overnight travel is required. The employee must be able to safely drive an automobile to and from client sites.

The employee will be required to lift up to 35lbs.



2621 West Valley Hwy N  
 Auburn, WA 98001  
 (253) 838-9780

## APPLICATION FOR EMPLOYMENT

**NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION**

INFORMATION				
LAST NAME:	FIRST NAME:		MIDDLE IN:	
PRESENT ADDRESS:	CITY:	STATE	ZIP:	
HOME PHONE:	CELL:	E-MAIL:		
POSITION APPLIED FOR?				
WAGE/SALARY DESIRED?		DATE AVAILABLE FOR WORK?		
AVAILABLE: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights		APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary		
Will visa or immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of right to work in the U.S. will be required if hired.)				
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, employment is subject to minimum legal age requirements.)				
Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the date and nature of the offense:				
Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever previously applied to or been employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?				
How did you learn about this position opening?				
Were you known by any other name at any job or school listed on this application? What name(s)?				
At which school(s)/employer(s) were you known by this other name?				
EDUCATION				
	Name and Location of School	Years Completed	Did you graduate?	Degrees Received
High School				
College				
Trade, Business, or				
Graduate school				
SKILLS				
<input type="checkbox"/> Typing ___ wpm <input type="checkbox"/> Ten-key <input type="checkbox"/> Receptionist # incoming lines _____ <input type="checkbox"/> Supervision (yrs of experience) _____ Proficient at: <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other _____ Indicate other skills related to the position you are seeking: _____ _____				
PROFESSIONAL REFERENCES				
Please list three persons, other than relatives, who we may contact about your professional work experience.				
Name	Years Known	Relationship	Telephone Number	

**EQUAL OPPORTUNITY EMPLOYER**

**EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)**

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer?  Yes  No

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Duties \_\_\_\_\_

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Duties \_\_\_\_\_

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Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Duties \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Duties \_\_\_\_\_

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize the Company to which I am providing this application (Auburn Mechanical) to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Auburn Mechanical) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Auburn Mechanical from any liability for future references it may provide regarding my work history with Auburn Mechanical.

Due to the large number of applications that Auburn Mechanical receives, I understand Auburn Mechanical cannot guarantee that my application will be considered for any or all open positions they or Auburn Mechanical may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Auburn Mechanical and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Place Cover Letter Here

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ACROBAT: Submit  
Combined Application

IN BROWSER: Save this PDF and  
email to [HR@auburnmechanical.com](mailto:HR@auburnmechanical.com)