



Job Posting

POSITION SPECIFICS

Job Title:	Project Manager
Department:	Project Management
Reports To:	Construction Division Manager

PROJECT MANAGER

Summary: Auburn Mechanical is a family-owned company that is large enough to serve you, yet small enough to know you. We have a reputation for honoring our promises to deliver projects of exceptional quality by focusing on quality, value, timeliness, innovation, and safety. We cultivate long-term relationships with clients and employees, and we appreciate that our work together helps to sculpt the local community. Our dedicated professionals take pride in what they do and love where they work.

We currently seek an experienced project manager responsible for managing projects from the planning phase through project completion. This is an excellent opportunity to work across multiple internal teams and to demonstrate your ability to ensure project deliverables are successfully delivered. The successful candidate will demonstrate experience facilitating communications between team members and eliminating barriers to getting the work done.

Duties and Responsibilities include, but are not limited to

- Regularly communicates status of projects to executive management.
- 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.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change; additional information will be provided within a job interview.

Diversity: Auburn Mechanical values our differences and recognizes the importance of diversity and equity in the construction industry and in our community at large. We will not discriminate against candidates based upon race, national origin, gender, age, religion, disability, sexual orientation, gender identity, veteran status, marital status or any other characteristics protected by law.

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 Office Suite of programs required. Familiarity with Vista by Viewpoint, CAD programs, MS Project, and Bluebeam preferred.

Certificates and Licenses

Valid Driver's License required with acceptable driving record.

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 regularly works on-site at the construction work site where 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.

While performing the duties of this job, the employee will be required to lift up to 35 lbs.; regularly required to use hands to finger, handle, or feel; stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl; regularly required to sit for long periods of time; 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.

Please apply, including a cover letter explaining your interest in this position and how your experience and qualifications are a good fit.