

## *HVAC Commercial Project Manager*

Spurk HVAC is seeking an experienced HVAC Project Manager capable of working independently and managing all project responsibilities from job buyout, processing submittals, processing RFI, billings, managing labor, and doing close outs.

This candidate will function as organizer, planner, scheduler, problem solver, decision maker, resource manager and overall leader for project/contract, evaluating project/contract feasibility, creating strategic plans, managing activities of jobsite workforce while ensuring jobsite safety and controlling resources necessary to effectively meet the project / contract schedule for commercial HVAC projects.

### Qualifications

- Minimum 5 years HVAC project management experience, including leadership responsibilities.
- Thorough knowledge of HVAC system design and installation including airside and waterside systems.
- Thorough working knowledge of project management processes, technology, and safety principles.
- Strong communications skills and demonstrated project experience.
- Strong decision-making, problem solving, resource allocation and planning skills/experience.
- Demonstrated attention to detail throughout prior experience at a tactical implementation level.
- Ability to effectively communicate complex technical concepts and ideas in a non-technical, simple manner.
- Ability to build a team and coach, mentor, train, and lead personnel in a project leadership relationship.
- MS Office proficiency: Word, Excel, Outlook
- Ability to prepare bid documents for estimating if needed.

Specific Duties – include the following and other duties may be assigned:

- Develop and manage overall job activities, including schedule, workforce, equipment, and material.
- Coordinate job-site requirements with foremen and other personnel.
- Coordinate with Purchasing Department to ensure timely ordering and delivery of materials per budget.
- Track materials to ensure schedules are maintained.
- Manage foremen and other job site employees to ensure efficient operations.

- Develop and maintain relationships with owners, general contractors, vendors, suppliers, internal employees, and other trades on site.
- Communicate accurately and concisely with internal and external personnel.
- Ensure accurate tool inventory and maintenance on job sites.
- Provide accurate information, prepare for, and participate in the cost-to-complete process.
- Provide training for foremen, journeymen, apprentices, or trainees.
- Evaluate company requirements for areas of responsibility and make recommendations, as needed.
- Enforce company policies and procedures and recommend improvements.
- Complete required paperwork accurately and timely (timecards, daily reports, detailed accounting of activities, follow-up documentation, billings, HR paperwork, evaluations, etc.).

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job Type: Full-time

Salary: From \$75,000.00 per year

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance