

Position Title: Project Manager
Reports To: General Manager
Supervises: Yes
Prepared by: Human Resources
Job Status: Full Time

Job Summary

Responsible for overseeing and coordinating all aspects of assigned customer projects and the technicians supporting the field work. This includes planning, budgeting, resource allocation, risk management, and ensuring the delivery of high-quality services. The role involves managing client relationships, ensuring compliance with safety and regulatory standards, and leading cross-functional teams to meet project goals on time and within scope.

Responsibilities

- Develop and maintain relationships with field technicians and office personnel.
- Develop and maintain relationships with new and existing clients.
- Schedule and coordinate with technicians and customers to maintain current and future projects.
- Promote and maintain customer satisfaction.
- Provide Labor forecasting on a quarterly basis.
- Provide GM progress updates on job progress, expanded labor, profit/loss status.
- Review projects under contract and determine the best way to get the job completed.
- Establish and maintain working relationships and communication with the project team.
- Prioritize TAB reports by importance for delivering to meet customer expectations.
- Work with technicians to discuss job related issues.
- Possess the ability to effectively communicate job status with customers.
- Coordinate with technicians to have proper PPE, equipment/ladders/lifts as necessary for projects.
- Coordinate special equipment for job completion =IE Lift rental, HEPA Filter Equipment, materials, etc.
- Participate in customer job meetings.
- When projects are identified as ready, have the projects packaged.
- Identify change orders or extra testing work that are not part of original contracts.
- Other duties as assigned.

Education and Experience

- Business or Engineering bachelor's degree preferred
- Minimum 3 years' experience managing projects and work teams.
- Exceptional Communication skills.
- Proficient in MS Suite.
- Ability to prioritize and organize.
- Good judgement with the ability to make fast decisions.
- Effective time management.
- Self-motivated requiring minimal supervision.
- Must have the ability to be an effective cohesive team member.
- Ability to work in a fast-paced environment.
- Ability to read and interpret mechanical blueprints.