

Operations Manager

The Operations Manager will be responsible for managing the day-to-day operations of the assigned location. This role involves ensuring the accuracy and efficiency of all TAB activities, including the planning, execution, and reporting of HVAC system tests. The Operations Manager will work closely with field technicians, project managers, and clients to deliver high-quality results on time and within budget.

Responsibilities

Operational Oversight

- Supervise and manage all TAB operations, ensuring compliance with industry standards and company policies.
- Coordinate with project managers to plan and schedule TAB projects, ensuring optimal resource allocation.
- Monitor the progress of TAB projects, ensuring they are completed on time, within scope, and to the client's satisfaction.

Team Leadership

- Lead, mentor, and develop a team of TAB technicians and support staff.
- Conduct regular performance evaluations, provide feedback, and identify training needs.
- Foster a collaborative and safety-first work environment.

Quality Control

- Oversee the accuracy of TAB reports and documentation, ensuring all data meets the required standards.
- Implement and maintain quality control procedures to ensure consistent and reliable results.
- Review and analyze test results, making necessary adjustments to optimize system performance.

Client and Stakeholder Management

- Communicate project updates, address concerns, and ensure client satisfaction.
- Develop and maintain strong relationships with key stakeholders, including contractors, engineers, and building owners.

Operations Manager

Resource Management

- Manage the procurement, maintenance, and calibration of TAB equipment and tools.
- Oversee inventory levels to ensure availability of necessary materials and supplies.
- Ensure all equipment and tools are compliant with safety and operational standards.

Process Improvement

- Identify opportunities for operational improvements and implement best practices to enhance efficiency and productivity.
- Stay up to date with industry trends, advancements, and regulatory changes, integrating them into operational processes as necessary.
- Lead initiatives to improve data collection, reporting accuracy, and overall service delivery.

Budget Management

- Prepare and manage the operational budget for the TAB department.
- Monitor expenses and ensure cost-effective use of resources.
- Report on financial performance and identify areas for cost reduction.

Client and Stakeholder Management

- Communicate project updates, address concerns, and ensure client satisfaction.
- Develop and maintain strong relationships with key stakeholders, including contractors, engineers, and building owners.

Qualifications

- **Education:** Bachelor's degree in Mechanical Engineering, Construction Management, or a related field preferred.
- **Experience:** Minimum of 5-7 years of experience in the Testing, Adjusting, and Balancing industry, with at least 3 years in a supervisory or management role.
- Proven experience in managing complex projects.
- **Certifications:** Certified Testing, Adjusting, and Balancing (TAB) Technician (e.g., AABC, NEBB) preferred. PMP (Project Management Professional) certification is a plus.

Conditions of Employment

- Ability to successfully pass a criminal background check.
- Ability to successfully pass pre-employment drug screen.

Integra Testing Services is proud to be an equal opportunity employer M/F/V/D