



COMMERCIAL/RESIDENTIAL PROJECT MANAGER

HVAC Company – Las Vegas, NV

Job Description

We are seeking an enthusiastic and professional individual to perform Commercial/Residential HVAC Project Management duties. The ideal candidate will have a strong HVAC background with 5+ years of experience as an HVAC Project Manager. The HVAC Project Manager's primary goal is to plan, coordinate, execute, and maintain an effective field construction organization, utilizing the necessary engineering, labor, equipment, materials, tools, subcontracted services, and other company resources to perform the scope of contracted work within an allotted budget and time schedule.

We offer a competitive salary, direct deposit, healthcare benefits, and paid holidays.

Salaries are dependent on experience and education.

Responsibilities

- Be a self-starter and manage with minimal supervision
- Understand HVAC design principles
- Review plans, specs, and contracts
- Read equipment schedules and HVAC fabrication standards and incorporate information to complete job build package, including submittals
- Be knowledgeable in estimating; capable of sheet metal take-off and piping take-off
- Develop and maintain good relationships with new and existing clients and vendors
- Understand material take-offs and order material appropriately

- Review proposal, bid, and contract scopes
- Procure equipment & material in a cost-effective manner
- Control project costs including equipment, material, labor, and subcontracts
- Direct vendors in the development of submittals, shop drawings and project closeout documents
- Estimate changes in scope of work and provide detailed change orders for our clients

***Responsibilities may not be limited to the contents of this list**

Requirements

- 5+ years' experience in Residential/Commercial HVAC Project Management
- Understanding of HVAC systems for residential and commercial application
- Excellent communication skills, verbal and written
- Excellent computer skills including Microsoft Word, Microsoft Excel, and QuickBooks
- Ability to read and understand drawings, blueprints, and project specifications
- Excellent organizational skills and the ability to work with others
- Mechanical trade background
- Proactive self-starter
- Attention to detail
- "Can-do" attitude

Job Type: Full-Time