



Mechanical Project Manager

Location: San Jose, CA

Job Summary:

We are seeking a Project Manager experienced in Mechanical HVAC to oversee project timing, coordination, budgets, staffing, material purchasing, project meetings, contract scope, price and plans for **Apartment podium complexes**. The overall budget goals for profit are managed by the Project Manager and directed through the Foreman and field personnel. The ideal candidate will fit within the company's Critical Business Outcomes (Customer Delight, Deadline Driven, Productive, Quality Always and Safety First) for success!

Essential Duties and Responsibilities:

- * Will be assigned key customers for business development.
- * Provide direct support to the Field Foremen.
- * Provide all aspects of Contractor support while controlling overall company liabilities.
- * Participate in required meetings with Estimators to facilitate project turnover.
- * Assist the Field Foremen in planning, organizing, projecting, order processing and shop orders, and overall coordination.
- * Maintain required contact with the General Contractor's Project Manager and Contractor office to ensure project requirements are met. * Ensure timely production of all project correspondence such as submittals, specs, plans, vendor quotes, contracts, and schedules for use by the field staff.
- * Provide timely reports including change orders, requests for information, billings, and project status, billing labor reports, and feedback to Foremen and Estimation.
- * Ensure Field Foreman develops all required job documentation and maintains proper labor force levels (cost cards, daily job reports, as-built, conversation confirmers).
- * Development of plans for projects including labor and costing budgets and schedules of values. Visit jobs on a regular basis and at least at month-end billing.
- * Assist Estimating Department in conceptual budgeting brought in from your contacts with General Contractors on your jobs.
- * Work closely with Service Departments on control systems and start-up to assure competitive scope, pricing, and timing.
- * Promote a positive relationship with General Contractor and maintain close tabs on their future work.

Specific items of focus include:

- * Requisition material in cooperation with the division purchaser for assigned projects
- * Provide required documentation to facilitate turning the project over to the Project Foreman.
- * Ensure accurate job take-offs and estimates.
- * Ensure timely follow-up with all bids and contractors.
- * For key accounts develop and implement sales strategy for each.

- * Ensure timely production of all project correspondence such as estimates, proposals, follow-up information, etc.
- * Provide timely and accurate month end reports including updates to all bid, billings, and project status forms.
- * Assist in developing the strategies for bidding projects using the project control system.
- * Communicate, in a timely manner, all required information for the project set up.
- * Recognize potentials for value engineering and other strategies that may improve opportunity for advantages over the competition.
- * Keep all bidding strategies confidential.

Qualifications:

- * At least 5 years of installation experience
- * Previous Project Management experience in HVAC is a must
- * Excellent oral/written communication skills
- * Excellent customer service skills
- * Attention to detail
- * Problem solving skills
- * Proficient with Microsoft Applications (Excel, Word, Outlook)
- * Organization skills required (will be able to set up a job from start to finish)
- * Clean DMV record

We offer a competitive salary and medical, dental, vision, life insurance, 401 K, Paid Holidays, Paid Time Off.

About TrueBlue, Inc.

We have been named to the *Forbes* 2014 list of 100 “Most Trustworthy Companies”, our third time to be on this prestigious list. For more than 25 years we have been dedicated to putting people to work and changing lives. Our Direct Placement Team is devoted to placing candidates in permanent positions throughout the USA. We are passionate about connecting you with the right position for your skills, experience and goals. Our team has built its expertise in the fields of Construction, Hospitality, Manufacturing, Retail, Logistics, and Waste.

For additional information please contact:

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TrueBlue is a Veteran friendly company!