

NEW ENGLAND COOLING TOWERS

Heating/Air Conditioning/ Plumbing

69 Westech Drive

Tyngsboro, MA 01879

Phone (978) 649-6001

Fax (978) 649-5653

www.nectinc.com

HVAC Project Manager

Fully responsible for the successful completion of all aspects of the assigned contract between NECT Inc. and the client.

Manages the overall operations of the contract, including: coordination of turnover meetings, scope of work; construction schedule, purchasing guidelines, project staffing, schedule of values, change order management, value decisions, scope management, attendance at project meetings, compliance of project specifications, foreman coordination of project, and the performance of daily operations.

Provides administrative and technical direction and supervision to staff in completing work assignments.

Discuss, plan and delegate major project assignments to supervisory staff; determine building and maintenance priorities that are of significant scope.

Executes purchase of equipment and subcontractor orders.

Maintains liaison with owner, architects, engineers and contractor/subcontractors engaged in new or renovation projects.

Maintains sufficient records, files, controls, procedures to insure management and work production.

Enforces safety program and coordinates with Safety Director to ensure field forces receive proper training and proper site safety practices and procedures are followed.

Provides adequate and complete information to administration staff to ensure proper processing of all projects correspondence, records, reports, etc. is complete and timely submitted and proper document control is maintained.

Prepare quote and negotiate contract changes with client.

Qualifications:

Excellent verbal and written communications skills required and the ability to build and maintain strong client relationships. Effective analytical and interpersonal skills.

Minimum of five years of project management experience in all equipment install, service, and maintenance required. (HVAC/mechanical/plumbing/boilers)

Generate new sales leads.

Self-motivated and flexible team player.

Strong attention to detail, organization skills and the ability to manage multiple, competing priorities.

Software skills in Microsoft office programs (outlook, word, excel) and estimating/scheduling software required.

Must be able to design, estimate, sell and project manage.

Background check, clean driving record and drug screen required.

We offer our employees competitive salary and comprehensive benefits package and are always looking for individuals with the talent and skills to contribute to our continued growth and success.

