

Job Description: Senior Project Manager/Project Executive

Responsibilities will include, but not be limited to the following:

- Support in achieving company sales goals established for each fiscal year
- Develop long term client relationships for repeat business with owners, developers, and general contractors
- Solidify & build relationships with subcontractors and suppliers
- Estimate projects/changes that are plan/specification, design/build, or negotiated
- Successful management of large-scale projects with dynamic teams
- Effective communication to Senior Management of project status and risks
- Proactively mentor team members assigned to projects
- Successfully close construction contracts within the gross margins established by management

Duties include, although not limited to:

- Develop a project-specific client management strategy to ensure exceptional client satisfaction
- Integration of project management and estimating to develop accurate budgets
- Analyze costs, develop project plans and risk mitigation plans to effectively control costs
- Analyze project schedules to develop and maintain mechanical specific schedules
- Management of the change order process including timely notice, pricing, and negotiations
- Develop, submit and track project billings
- Integrate with foreman to accurately forecast manpower throughout the project
- Effective and efficient material & equipment buyouts
- Execute an effective Subcontractor management process mitigating project risks
- Oversight of Project Team to manage coordination including RFIs and coordination drawings
- Oversight of Project Team to manage the submittal and closeout process
- Oversight of Project Team to manage a project-specific quality control program
- Develop, manage and execute a project-specific commissioning and training program

Basic Qualifications:

- 10 years of combined field and/or Project Management Experience within the Mechanical Industry.
- Successful management of large (over \$15 million) complex Mechanical scopes within the last 5 years.
- Leadership skills to lead a diverse team of up to 8 individuals with ranging levels of experience.
- Exceptional communication and interpersonal skills fluent in public speaking with groups up to 20.
- Solution-oriented with a "client first" mindset and focus
- Self-starter willing to continue to challenge themselves daily
- Competent with Microsoft Office Suite and scheduling software
- Successfully complete projects while maintaining good client relationships

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