

Project Manager Job Description

Wiegmann Associates is a growing nationwide design/build mechanical engineering and contracting firm based in St. Louis, MO with approximately 115 employees.

Since 1995 Wiegmann Associates has engineered and installed more than \$1 billion in cost-effective and energy-efficient mechanical, HVAC and refrigeration systems in a wide range of industries including senior living, food and beverage distribution, healthcare, multi-family, office/warehouse, industrial and commercial. Wherever the project is located, Wiegmann Associates will complete it on time and within budget. Learn more at wiegmannassoc.com.

Summary

Wiegmann Associates is searching for a Project Manager to join our team. This Project Manager will manage St. Louis and nationwide design and build projects. The Project Manager will manage all aspects of HVAC construction and HVAC installation, including all mechanical piping and sheet metal systems, all HVAC equipment, and all temperature controls. This role is responsible for turn-key execution of projects.

Job Responsibilities & Requirements

Project Management:

- Manage both local St. Louis projects, and also nationwide projects (travel required)
- Attend all project-required coordination meetings with general contractor and other subcontractors
- Attend weekly project management meetings
- Establishes and maintains organized project files per company procedures; documents all pertinent conversations in writing.
- Perform project document control by managing RFI's, submittals, change requests and change orders.
- Review construction documents and envision the design in real world applications
- Monitor and inspect job sites on a daily basis for quality and safety.
- Travel as warranted and as required on nationwide projects
- Optimize project profitability while meeting or exceeding customer expectations

Project Scheduling

- Develop, maintain, and manage project schedules to meet or exceed goals of customer

Performs subcontractor and supplier management; prepares purchase orders and manages the change order process per company and project procedures.

Hire and manage subcontractors for local and nationwide projects – Optimizing project profitability while minimizing risk.

Determine crew sizes for projects, optimizing productivity, efficiency, and financial impact

Maintain look-ahead manpower schedules

Provide periodic project tracking including labor tracking – for productivity monitoring and forecasting – for local projects

Plan and lead coordination meetings and toolbox talks with labor force, reinforcing project goals and schedule demands.

Create scope of work documents for subcontractor contracts

Coordinate with internal DDC controls department

Project Review:

Prepare monthly project progress reports with manpower and financial projections and general project accounting

Prepare monthly billing worksheets

Attend all project turnover meetings, reconciled estimate meetings, and close-out meetings

Communication / Interpersonal:

Develop rapport and maintain relationship with installation personnel

Provide regular and consistent communication on nationwide projects with our clients and also with our subcontractors – facilitate constant and effective communication

Maintain positive relationships with personnel in other Wiegmann Associates departments

Coordinate with other Wiegmann Associates departments including accounting, sales & estimating, engineering, temperature controls

Address project-related challenges and problems and find solutions to situational issues as they arise

Handle adversity while managing multiple tasks on a daily basis

Skills and Experience

Experience in project scheduling

Experienced project manager

5+ years of experience in the industry

Knowledge of all HVAC equipment

Experience with design/build as well as plan and spec projects

Knowledge in assembling bid documents, defining a scope of work and creating and invitation to bid.

Experience reading blueprints

Desired Traits

Positivity and an entrepreneurial spirit

Results-oriented; persistent; proven problem-solving skills

Strong interpersonal skills and customer service skills

Ability to manage multiple priorities simultaneously; ability to work successfully in a team environment yet work independently with minimal supervision

The ability to remain calm while dealing with a diverse and challenging atmosphere.

Ability to interact professionally with all levels within the organization, customers and others working on the projects

Trustworthy

High Aptitude and willingness to learn new skills, new technology

Growth mindset

Proficient in Microsoft Word, Excel, project scheduling, and e-mail communication. Strong written and verbal communication skills required.

Physical Demands:

Performance of the duties may require physical ability to climb permanent and temporary stairs, walk distances, climb ladders and otherwise negotiate work areas under construction.

Compensation and Benefits:

Competitive base salary and bonus program, medical and dental insurance, 401k plan, vacation, holiday, and sick time

For more information, visit our website at wiegmannassoc.com.