



Project Manager

About Monterey Mechanical

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million derived from approximately 70% construction, 20% HVAC and metal fabrication, and 10% industrial maintenance.

With more than 75 years of continuous service, we are passionate about providing our employees opportunities for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary
- Comprehensive benefits package, including medical/dental/vision insurance (95% employer paid for employee), paid time off, commuter benefits, and many more perks.
- Full retirement package: 401(k), Employee Stock Ownership Program (ESOP), and profit sharing

Position Summary

Manage all aspects of specific construction projects, including costs, schedules, contracts, engineering and specification requirements within contracted timeframes and in a cost-effective and beneficial manner by performing the following duties.

Responsibilities

- Assume responsibility for multiple projects or a single large project
- Supervise field staff, including project engineer, office manager, and superintendent; establishes priorities and reviews job performance
- Review bid, project specifications and drawings to plan procedures for construction on basis of starting and completion times, and staffing requirements for each phase of construction.
- Manage all facets of subcontracts and purchase orders
- Provide necessary support for superintendent and general foreman to maximize their effectiveness, establishes priorities and methods of construction, ensures subcontractors meet contractual obligations, protects/cares for company equipment and assets, complies with company safety and OSHA requirements, reviews job costs, and ensures scheduled timelines are met
- Meet with the project team to discuss and plan work, including scope, schedules, costs, methods, materials, and equipment
- Approve payment for all project expenditures, invoices, and subcontractor progress payment requests

- Prepare change orders and progress reports for extra work
- Represent the company, along with the project engineer, in obtaining required permits from appropriate agencies; meets with owner and construction manager/s on contractual matters; and confers with division manager on company policy matters and unresolved problems
- Compile and submit progress payment requests; monitors, reviews and updates project cost reports
- Ensure project documentation establishes a full and complete record of the project's progress in compliance with contractual agreements

Qualifications

- Bachelor' degree from an accredited institution with a minimum of five years' experience in construction and engineering projects and/or training (or equivalent combination of education and experience)
- Excellent interpersonal, organizational, and communication skills
- Ability to provide overall management of projects in setting direction, managing job costs, fulfilling contractual agreements and timelines, and evaluating project results
- Ability to hire and supervise employees, plan, assign, and direct work, appraise performance, reward and discipline employees, and address and resolve complaints and problems

Physical Requirements

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to frequently exert 50 pounds of force or more, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.