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# Project Manager

## 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 with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 80 years of continuous service, we are passionate about providing our employees opportunity 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

## Position Summary:

Supervised by general engineering division manager. 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:

- Assumes responsibility for multiple projects or a single large project.
- Supervises field staff, including project engineer, office manager, and superintendent; sets priorities and reviews job performances.
- Reviews bid and project specifications to plan procedures for construction on basis of starting and completion times, and staffing requirements for each phase of construction.
- Manages all subcontracts and purchase orders and issues subcontracts/purchase orders not written by estimating or procurement manager.
- Provides necessary support for superintendent and general foreman to maximize their effectiveness: to establish priorities and methods of construction, to ensure subcontractors adequately meet contractual obligations, to protect/care for company equipment, materials and assets, to comply with company and OSHA safety requirements, to review labor and job costs, and to meet scheduled timelines.
- Meets jointly with the project engineer, superintendent and/or foreman to discuss and plan work: scope, schedules, cost, methods, materials, and equipment.
- Directs and coordinates activities of supervisory field staff to ensure the likelihood of project completion on schedule and within the prescribed budget.

- Approves payment for all project expenditures, invoices, and subcontractor progress payment requests.
- Prepares change orders and progress reports for extra work.
- Represents the company, along with the project engineer, to obtain 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.
- Compiles and submits progress payment requests; monitors, reviews and updates project cost reports.
- Reviews, approves, and reconciles invoicing of materials, labor, equipment, and other job costs.
- Oversees correspondence, facsimiles, and e-mails with owner/s, engineer, suppliers, and subcontractors to provide records/documentation and support progress of job in compliance with contractual agreements.
- Performs other duties as assigned.

**Qualifications:**

- Requires an Bachelor's Degree (B.S.) or its equivalent from an accredited institution or has five years progressive experience and/or training; or equivalent combination of education and experience.
- Ability to hire and supervise employees; plan, assign, and direct work; appraise performance; reward and discipline employees; and address and resolve complaints and problems.
- Ability to provide overall management of project/s in setting direction, coordinating job costs, meeting contractual agreements and timelines; and evaluating project results.
- Ability to work cooperatively with central office and field staff, owners, subcontractors, suppliers, and job-related agency representatives.

**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 exert 10 to 20 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

**Salary Range:**

\$170,000 to \$190,000 Annually

- Pay may vary based upon relevant experience, skills, location, and education among other factors.

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.