



MECHANICAL PROJECT MANAGER

JOB DUTIES AND RESPONSIBILITIES

Responsible for management of all aspects of multiple mechanical construction projects with size ranges from \$100,000 to \$5,000,000, and an average project size of \$850,000. Projects vary in scope and disciplines: mechanical piping only; complete mechanical scope including, piping, HVAC, and temperature controls.

Pre-Construction Phase

- Review project documents, project estimates, and contract/subcontracts to understand project scope, schedule, and other requirements
- Coordinate buy-out of mechanical equipment, specialties, piping materials, and subcontracts as related to a specific project – obtain the best pricing and evaluate as compared to estimate
- Prepare purchase orders for materials and equipment
- For subcontracts, coordinate and write proposal requests, evaluate, award, and prepare subcontracts
- Prepare and manage submittals for shop drawings, product data, and subcontractor items; coordinate the release of materials/equipment upon approval
- Manage shop drawing preparation (2-D/3-D) for piping layout and coordination drawings
- Coordinate the preparation of submittals and drawings with the architect/engineer and client
- Prepare the schedule of values for the project billing to the client
- Prepare cost-coded breakdown of project estimate for use by field and office to track project progress and profitability
- Coordinate preparation of site-specific safety plan and QC plan as necessary

Construction Phase

- Review owner requested changes to documents and evaluate impacts on the scope of work
- Estimate and negotiate contract changes
- Prepare and analyze monthly cost and profit projections and report to management
- Prepare schedule look-ahead and updates as required
- Attend project progress and coordination meetings
- Coordinate with project field personnel to review and interpret documents and scope of work, and to keep the project on schedule and on budget. If the scope is unclear, generate RFI to the owner/engineer for clarification
- Review project progress and prepare draft monthly billings
- Coordinate and address issues related to contracts – delays, coordination of work, scheduling, conflicts, etc. Develop resolutions, document issues and resolutions for project follow-up and files
- Prepare O&M Manuals, as-built drawings, and other required closeout documentation

All Phases

- Prepare for and document project status and issues for in-house discussions
- Coordinate with appropriate Autumn field and office personnel for project-related tasks/issues
- Respond on a timely basis to client issues and concerns
- Develop relationships to obtain follow-up work and/or service contracts



QUALIFICATIONS

- Bachelor's Degree in Mechanical Engineering, Construction Engineering, Building Technology, or Construction Management
- 5-10 years of proven experience in mechanical design/construction projects or similar
- P.E. License
- LEED (preferred)
- Knowledge of various mechanical systems including chilled water, heating hot water, central heating and VRF refrigeration systems, condenser water, refrigeration, natural gas, medical/laboratory gas, and HVAC ventilation systems
- Knowledge of LEED and systems commissioning
- Client management experience and strong communication skills
- Computer skills including MS Office (Excel and Word), Scheduling software (Primavera or Microsoft Project), Adobe Acrobat

BENEFITS

- 401k Profit Sharing
- Health Insurance
- Dental Insurance
- Life Insurance
- Short- and Long-Term Disability Insurance
- Paid Time Off (Vacation and Sick Days)

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