

Building Automation Project Manager

A successful Building Automation Project Manager is responsible to manage customer expectations and deliver the margin goals of a variety of assigned projects. A Building Automation Project Manager supports the company mission to deliver exceptional customer service throughout the sale and execution of projects involving building automation solutions for HVAC mechanical systems and other related systems. This individual will also be tasked to aid in identifying negotiated Building Automation projects that can achieve client environmental, operational, financial, and people goals.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Coordinates the estimating, design and implementation of comfort control and energy saving projects involving equipment replacement, energy management systems, or negotiated retrofit contracts.
- Responsible for the execution and financial deliverables of all individually assigned projects.
- Manages multiple projects regularly.
- Engages with the contract teams associated with each project to establish rapport with all affected firms. Seeks to understand the individual impact of each firm on the success of the company.
- Attends and/or initiates coordination meetings with all pertinent trades.
- Validates the engineered bill of material costs on controls projects and reviews equipment submittals to understand the associated coordination between equipment and controls contracts.
- Responsible for vendor bidding, review, and contract award.
- Reviews contract documents and conducts job surveys. Provides schedule and site constraint direction and support to other team members. Resolves deviations in scope with the client in a manner that delivers exceptional service.
- Maintains customer satisfaction by regularly investigating concerns, implementing corrective action, and positive communication.
- Flexibility to work outside normal work hours/weekends, as required by projects.
- Works effectively in a team environment of various company sales and operations divisions to expand contract opportunities and convert leads into opportunities.
- Assists in cultivating existing client relationships and site opportunities to develop projects.
- Develops a general working knowledge of all company offerings.
- Must be committed to operating within the company safety protocols.
- Assists with the collection of Accounts Receivable as needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

- Requires a Bachelor's of Science or Bachelor of Arts Degree in a technical or business-related field and/or a combination of five years of experience in project management in the HVAC / Controls industry preferred.
- Must possess excellent organizational skills and ability to prioritize multiple projects and tasks to meet competing deadlines.
- Excellent oral/written communication skills.
- Excellent customer relation and presentation skills.
- Must have basic PC experience in Windows environment, working knowledge of Microsoft Office (Word, Excel, and Outlook),
- Ability to travel within a defined region at least 50% of the time, although overnight travel is not typical.
- Ability to function independently and deliver results.