

Construction Project Manager

Control Management, Inc.

Job Description

- Ability to manage multiple projects, from booking through customer acceptance and warranty.
- Analyze design plans, construction contract specifications, and codes to determine project requirements.
- Design automation system per plans and specifications. Create the building list of materials and purchases from vendors. Identify additional chargeable change orders, system upgrades and contact expansion.
- Obtain bids and select reliable subcontractors to provide wiring, device installation, special construction and/or other services.
- Utilize financial and monthly forecasting tools to monitor, manage, and control costs.
- Prepare progress billings and authorizes payments to material suppliers and subcontractors.
- Supervise and direct the project team during design, installation, start-up, commissioning, turnover and warranty of assigned projects.
- Perform commissioning on systems, including creation and loading of software programs and implementing modifications as necessary. Participate in job site final walk-thru and manage the completion of all close-out documentation such as "As-Built" drawings and system operating instructions.
- Conduct training and development classes for customers on site or at the CMI Training Center. Deliver technical support, coaching and direction to end users and field labor when applicable

The candidate should have knowledge of building automation systems, HVAC, electrical concepts, and building operations. An engineering and programming background is required. The candidate should have strong organizational skills with the ability to successfully manage time and financial constraints. The ability to work independently and prioritize work load is important. In addition, the candidate should be an analytical thinker with the ability to work through potential project barriers. Proficiency in Microsoft Office: Word and Excel as well as automated design and programming tools are required. In addition, the candidate should have excellent verbal and written communication and customer relation skills.