JOB DESCRIPTION

Industrial Project Manager

Department: Industrial Services; Electrical or Mechanical

Supervisor: Industrial Department Manager

Date Written/Revised: 01/20

Job Description Classification: Exempt [Salary]

Moore’s Industrial Services Department handles the installation of new trade specific systems as well as servicing trade specific systems in all types of industrial facilities. We provide lighting, heating, air conditioning, and plumbing to our industrial customers to provide the end user a comfortable and efficient working space. The purpose of the Project Manager is to manage and be responsible for all aspects of their projects including, but not limited to, quoting, leading, and scheduling.

Scope of Authority: None

Working Conditions: The Project Manager’s time will be split between the office and their job sites.

As a Project Manager, your responsibilities include, but are not limited to:

* Frequent communication with customers with appropriate customer service skills
* Prepare quotes for projects; must follow up on quote submittals
* Complete job setups
* Research and price materials with vendors
* Job turnover with foreman
* Communicate with foreman daily
* Schedule projects with milestones
* Provide development plans and coaching for field partners
* Lead meetings with team
* Weekly meetings with coordinators for billing
* Plan manpower needs weekly
* Promote Partner Protection by leading meetings, daily safety coaching, and recording job site walkthroughs in our Partner Protection app
* Frequent job site visits to oversee projects, communicate with field partners, and/or meet with customers

A Project Manager should also have the following qualifications:

* High School Diploma or equivalent
* Strong leadership skills
* Strong written and verbal communication skills
* Ability to manage time and resources
* Self-motivated with a strong work ethic
* Team mentality
* Strong computer skills including Microsoft products
* Proficiency in Accubid or other estimating software; Dynamics and Bluebeam experience preferred
* Trade skills including, but not limited to, HVAC/R, plumbing, electrical, mechanical, etc.
* Ability to climb and work in tight areas

Name Date