MECHANICAL CONCEPTS, Inc.

Heating, Ventilation, Air Conditioning, Plumbing & 24 Hr. Service

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HVAC PROJECT MANAGER AND ESTIMATOR

The HVAC Project Manager and Estimator oversees the planning, coordination, and execution of HVAC projects, while ensuring that cost estimates are accurate and projects are delivered on time and within budget. Key responsibilities include:

- **Project Planning and Coordination**: Works closely with clients, contractors, and internal teams to define project scope, timelines, and resource requirements. Ensures projects are executed efficiently, meeting quality and safety standards.

- **Estimating and Bidding**: Prepares accurate cost estimates for new projects and ongoing work, including labor, materials, and equipment. Generates detailed bids for contract projects and follows up with clients to finalize agreements.

- **Team Coordination and Supervision**: Leads a team of technicians and subcontractors in the installation, start-up, and commissioning of HVAC systems. Ensures that all personnel understand their roles and responsibilities and provides ongoing guidance and support to keep projects on track.

- **Budget Management**: Monitors and tracks project budgets, ensuring that costs are controlled and profit margins are met. Identifies opportunities to improve project profitability and overall efficiency.

- **Client Communication**: Maintains regular communication with clients to provide updates on project progress, discuss any changes to scope or timelines, and ensure customer satisfaction. Acts as the primary point of contact for clients during the project lifecycle.

- **Technical Expertise and Quality Control**: Reviews project specifications, blueprints, and technical documents to ensure accurate and feasible estimates. Ensures that work is performed according to industry standards, local codes, and client specifications. Identifies potential issues and resolves them proactively.

- **Vendor and Supplier Management**: Coordinates with vendors to procure necessary materials, equipment, and services, ensuring that orders are placed on time and within budget. Resolves any issues related to product availability, delivery schedules, or quality concerns.

- **Documentation and Reporting**: Accurately documents all project details, including estimates, contracts, purchase orders, and change orders. Reviews project schedules, time reports, and invoices to ensure accuracy and compliance with project timelines and budgets.

- **Safety and Compliance**: Ensures that all project work follows safety protocols, local building codes, and environmental regulations. Conducts safety briefings and ensures that technicians and subcontractors are trained on necessary procedures.

- **Post-Project Evaluation and Turnover**: Conducts final inspections, ensures all punch list items are completed, and prepares final project documentation for the client. Facilitates the turnover of the completed project to the client, ensuring that all systems are functioning as expected.

- **Collaboration with Other Departments**: Works closely with the sales team, service department, and other project managers to align on company-wide goals, project requirements, and resources.

MINIMUM JOB REQUIREMENTS

The HVAC Project Manager and Estimator should possess the following skills, characteristics, and abilities:

- **Project Management Skills**: Ability to plan, execute, and manage HVAC projects, including the ability to stay on budget and meet deadlines.

- **Estimating and Bidding Expertise**: Willingness to develop experience in preparing accurate cost estimates and bids for HVAC projects.

- **HVAC System Knowledge**: Basic knowledge and understanding of HVAC systems, equipment, installation processes, and industry standards. Ability to read and interpret technical manuals, schematics, and blueprints.

- **Communication**: Excellent communication and interpersonal skills. Willingness to motivate teams, manage client relationships, and resolve conflicts effectively.

- **Organizational Skills**: Detail-oriented with the ability to manage multiple projects and priorities simultaneously. Highly organized, able to maintain project schedules and documentation accurately.

- **Technical Aptitude**: Familiarity with HVAC-related software, project management tools, and proficiency with Microsoft Office applications (Word, Excel, Outlook).

- **Problem-Solving**: Ability to troubleshoot issues and find solutions to complex challenges on projects.

- **Valid Driver's License**: Must have a clean driving record and a valid driver's license.

- **Willingness to Work Flexible Hours**: Our simple requirement is that the work gets done. It may be that non-standard hours, including nights, weekends, and holidays, are required by project timelines.