

Project Manager

aim Mechanical is looking for a Project Manager to join our team.

Company's Background:

At aim we perform mechanical (HVAC) construction of offices, retail stores and any other interior mechanical construction in DC, Maryland, and Virginia. aim is a Mid-Sized Business performing as a safe, successful and profitable contractor with a great reputation among general contractors.

Key Responsibilities

- Full Cycle Project Management of Construction Projects.
- Direct, Oversee, and Maintain Project Budgets/Job Cost, and Provide Cost Projections.
- Develop and Maintain Project Schedules.
- Purchase Subcontracts and Purchase Orders.
- Purchase and Maintain Record and Documentation of Material and Equipment Purchases Throughout the Project.
- Prepare Proposals, Change Orders, Submittals, RFI's, and Technical Packages.
- Direct, Oversee, and Assist Technicians, Sheet Metal Mechanics & Pipe Fitters to endure project completion per project schedule.
- Direct, Oversee, and Assist Subcontractors.
- Attend and Schedule Project Meetings as Required with Owner, General Contractor, Subcontractors, and Foreman.
- Provide Labor Projections and Monitor and Assist Labor Needs.
- Ensure Billings and Collections are Done in a Timely Manner.

Minimum Qualifications

- 3-5 years' experience as Project Manager in similar industry (Mechanical Construction).

- Experience with computerized software such as QuickBooks, Bluebeam (Revu) is preferred.
- Ability to Read and Interpret Construction Drawings and Contract Documents.
- Bachelor's Degree Highly Preferred, or equivalent work Experience.
- Proficiency with Microsoft Excel.
- Must be authorized to work in US and able to Pass Criminal Background Check.
- Must pass drug test.
- Must have clean criminal record to permit clearance to Military and Government Facilities.

What we offer:

- Beautiful facility.
- Work-life balance.
- Career advancement opportunities.
- A great manager and/or team.
- A compelling work culture.
- A sense of purpose.

Seniority Level

Associate

Industry

· Construction

Employment Type

Full-time

Job Benefits

- 401(k) retirement plan – 4% Participation
- Healthcare, dental & vision insurance – Fully paid by the employer
- Paid holidays
- Training opportunities