

GRP MECHANICAL CONTRACTORS, INC.

Position Description

Position: Commercial HVAC Project Manager/Estimator

Reports to: VP of Commercial Division

Position Purpose: Insure the achievement of GRP's revenue and profit goals by effectively estimating and managing tradesman and sub-contractors on HVAC projects. Successful performance will require direct customer interaction, interaction with internal GRP support staff, utilization of computer-based estimating software and basic understanding of Commercial HVAC systems.

Responsibilities:

- Turn-key estimation of Commercial HVAC projects
- Creation and presentation of detailed proposals
- Coordination of field tradesman and subcontractors on secured projects
- Job-cost tracking and reporting of active projects
- Develop and maintain business relationships with general contractors and owners
- Follow established Company processes and help develop processes that would improve Company
- Educate prospective clients on Company's offerings through presentations, meetings, and conferences

Summary:

This position requires an individual with 5 plus years of experience in estimating and managing Commercial HVAC projects. Strong experience on the piping side is preferred. Good communication and customer management skills are essential. The ability to effectively orchestrate Company's team, both field and office, to provide solid solutions for the customer's needs is mandatory.

Essential Functions:

To function effectively in this position requires an individual to be able to:

- Communicate effectively in person, by phone and by email with diverse group of individuals
- Knowledge and understanding of all standard Commercial HVAC systems
- Experience in estimating piping and duct systems
- Safely operate vehicle for travel to job sites and customer facilities
- Lift and carry packages, tools, and equipment weighing up to 74 pounds

- Operation of normal office equipment including computers and related support equipment
- Experience and knowledge with Microsoft Office including Outlook, Word and Excel
- Experience with reading and understanding Civil, Architectural, Structural, Mechanical, Electrical and Plumbing drawings
- Ability to pass an annual drug test and background check
- Experience with local Building, HVAC and Energy codes

Benefits:

- 401(k) Plan: Employer matches 100% of the first 3% of wages and 50% of the next 2% of wages. Eligibility in less than 1 year.
- Fully-funded Health, Dental, Vision and Short-term Disability Insurance for employee, family coverage is available
- Paid Time off and Holidays
- Cell phone
- Excellent culture of respect and teamwork