

Job Description

We are looking for a full-time **Project Manager** with experience in the HVAC industry to help take our company to the next level. As a small-medium sized business in the emerging energy efficiency and renewable energy space, our goal is to grow sales 30% per year and become a national leader.

This position plans, directs, and coordinates activities of designated projects to ensure that the goals and objectives of the project are accomplished within the prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors. This position will report directly to the Operations Manager.

Essential Duties and Responsibilities:

- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
- Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel.
- Confers with internal and external project stakeholders to outline work plan and to assign duties, responsibilities, and scope of authority.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Confers with project personnel to provide technical advice and to resolve problems.
- Serves as the primary liaison for respective region to Business Development Manager, Project Engineer, Customers, Internal and External Resources, and Management regarding all project related items.
- Participates in on-site meetings as required.
- Up to 20% travel required.
- Any other job duties as assigned.

Qualifications:

- Bachelor's degree (BA) from a four-year college or university, strongly preferred; or equivalent combination of education and experience.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, and customers.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have superior customer service skills (i.e., excellent written and verbal communication skills, high emotional intelligence, positive attitude, and a service leadership philosophy).
- Able to demonstrate a high level of integrity, and a penchant for high quality.
- Must possess a strong work ethic and a high level of self-accountability.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee must frequently lift and/or move up to 20 pounds. The travel required for this position is 20%.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Design** - Generates creative solutions; Demonstrates attention to detail.
- **Problem Solving** - Gathers and analyzes information skillfully.
- **Technical Skills** - Strives to continuously build knowledge and skills.
- **Customer Service** - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Demonstrates group presentation skills.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- **Dependability** - Follows instructions, responds to management direction; Keeps commitments.
- **Initiative** - Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.