

Frontier Mechanical is a successful, locally owned mechanical contracting company with 30 years of experience serving Colorado. At Frontier Mechanical we understand that true excellence can only be achieved through the hiring of exceptional people.

We are currently hiring a Project Manager for our Denver office.

Plan, direct and coordinate, through subordinate supervisory personnel, activities for construction of HVAC systems and/or Plumbing, Hydronic systems in facilities and structures. Oversee the organization, scheduling, budgeting and implementation throughout the project duration. Position requires strong leadership, management, strong organizational skills, must be able to demonstrate competence in both written and verbal communications. Provide assistance to estimators and direction to foremen and field staff. Demonstrate proficiency in MS Office and basic Windows applications.

Key Responsibilities and Accountabilities:

- Attend project hand off meetings with estimator and job foreman to schedule the project in logical steps and budget time required to meet deadlines.
- Project, coordinate and schedule all labor and manpower requirements for the project.
- Review all take-off sheets with Superintendent, to coordinate with the sheet metal shop foreman to ensure proper fabrication and determine delivery schedule.
- Coordinate tool/equipment delivery, storage containers and rental equipment required for project completion.
- Participate in preliminary job/safety walk through meeting, monthly billing meetings, regular job site inspections and final close out meeting.
- Confer with supervisory personnel, owners or contractors, to discuss and resolve matters, such as: safety, schedule, work procedures, complaints or construction problems and performance.
- Ability to understand, interpret and explain plans and contract terms to staff and subcontractors for coordination purposes.
- Prepare change orders for additions and deletions or direct foremen to complete, follow through to ensure signature from customer, provide direction to field staff regarding change orders and notify billing department of changes.
- Prepare and submit budget estimates, progress reports, or cost tracking reports. Strong documentation skills throughout project duration required.

- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Inspect and review projects to monitor compliance with specifications/blueprints, building and safety codes.
- Build trust and relationships with field personnel; establish and maintain a team mentality with the goal of completing all projects in a timely and cost effective manner.
- Build trust and relationships with customers, owner's representatives, and general contractors.
- Evaluate superintendents, project foremen and field personnel performance. Ensure discipline procedures are followed when necessary. Recognize personnel for outstanding performance. Awareness/understanding of FMI policies is required.
- Establish and assist in training programs to enhance knowledge and skills of FMI personnel.
- Ensure Health and Safety Policy adherence is a priority on all job sites.
- Valid state driver's license and insurable driving record.
- Other duties and responsibilities as assigned by Management.

Please reply with resume and salary requirements for immediate consideration.