

Job Title: Building Automation Systems (BAS) Project Manager

Summary

The Building Automation System (BAS) Project Manager serves as JMS-IBS project owner. Responsibilities. Plan and direct all project activities. Ensure project goals are accomplished on time, at or below budget. Manage billings in a timely fashion through the duration of the project.

Overview of Roles & Responsibilities

Reporting to the JMS Director of Operations, this position manages assigned building automation projects from pre-booking to customer acceptance. Supervises, directs and motivates the project team during planning, estimating, design, installation, start-up, commissioning, turnover and warranty of assigned projects. Ensures customer satisfaction during and at final project completion.

Primary Duties and Responsibilities:

To perform this job successfully, an individual must be able to satisfactorily perform each primary duty assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties.

- Participates in pre-bid reviews and sales to operations turnover meetings to evaluate accuracy of the sales estimate and job layout. Analyzes plans, construction contract specifications and codes to determine project requirements. Follows up with appropriate management to assure understanding and satisfaction of job scope.
- Develops project plans/schedules in advance of project activity assuring effective execution by the Project Team. Monitors progress to assure compliance with the pre-determined execution plan.
- Prepares & oversees engineering re-estimate reports. Utilizes financial and monthly forecasting tools and works with other team members to monitor, manage and control costs. Prepares or oversees preparation of AIA progress billings, pursues timely payments from the customer and authorizes payments to material suppliers and subcontractors.
- Obtains bids, selects, and manages reliable subcontractors to provide wiring, device installation, special construction or other services.
- Participates in job site final walk thru and manages the final building automation inspection and the completion of all close out documentation such as As-Built drawings and system operating instructions, transfers or excess materials, billings, collections and payments, and all project records.
- Work closely with sales, engineering, and install teams to understand, standardize, and leverage knowledge & standards needed by Customers. Communicates with customers and their representatives, including building owners, mechanical contractors, other trades, subcontractors, and field support staff.
- Obtains acceptance and timely sign-off of the project by the customer.
- Ensures safety procedures and quality standards are strictly maintained at all times.
- Serve as our Customer advocate to ensure JMS understands and appropriately responds to their needs and satisfaction.

Required Skills & Competencies:

- Strong knowledge of the building automation industry (specifically DDC) fundamentals and business operations; excellent contracting skills; an understanding of job financial reports and the ability to apply these in managing assigned projects.
- Clear understanding of Revenue, Cost, Gross Margin and Cash Flow
- Good knowledge of contracting procedures and tactics
- Excellent organizational skills including, but not limited to, the ability to handle multiple demands and assignments, and the ability to prioritize tasks effectively and efficiently.
- Excellent verbal and written communication skills including, but not limited to, the ability to relate technical terminology to Customers, listen effectively, and solicit input from others.
- Mobility within the office and on construction job sites including a valid driver's license and good driving record necessary to travel to Customer and related project field sites.

Preferred Additional Knowledge/Skills/Experience

- PMP Certification
- BACnet, Tridium R2 and/or AX certification/exposure/experience
- IP Networking experience, understanding & electrical troubleshooting

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

Moving over rough or uneven surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy to light items. Transporting of items such as a laptop computer and luggage; driving an automobile, etc. <25% Travel Required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the primary duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties.

While performing the primary duties of the job, the employee is regularly exposed to outside weather conditions. Employee may work in different environments while on various job sites involving moderate travel requirements.

QUALIFICATIONS: The requirements listed below are representative of the education, experience, skills and/or abilities required. An individual must meet the minimum requirements as listed in each Qualifications subsection.

EDUCATION:

- BS/BA in a technical field, or advanced degree, where required, or equivalent combination of education and experience.

EXPERIENCE:

- 2-3 years in a project management function related to HVAC and/or building automation installation and service.

End of Description