



## **Reports To**

*Lead Project Account Manager*

## **Department**

*This position is a part of the Mechanical Solutions Department and attends weekly PAM L-10 team meetings.*

## **Duties and Responsibilities**

- Lead, manage and hold accountable jobsite foreman
- Price bulletins and added work, pursue change orders
- Write purchase orders and subcontract agreements
- Manage equipment and materials
- Analyze job cost reports regularly
- Monitor jobsite on a weekly basis to assess progress of the project
- Prepare monthly progress billings
- Expedite project to maintain profit

## **Other Duties and Responsibilities**

- Comply with all safety policies, practices and procedures. Report all unsafe activities to Safety Manager, Lead Superintendent, and/or Human Resources.
- Participate in proactive team efforts to achieve project, departmental and company goals.
- Perform other duties as assigned.
- Provide leadership to others through example and sharing of knowledge/skill.

## **Qualifications**

- Extensive knowledge of mechanical and piping systems
- Experience with Integrated Product Delivery in Construction
- Experience with Building Information Modeling in Construction
- Experience managing projects in excess of \$12 million
- Bachelor's degree (B.A.) from four-year college or university and two to four years related experience and/or training; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficient personal computer skills including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Prioritize, organize, and delegate assignments.

**Kalamazoo Location**  
7184 Douglas Avenue  
Kalamazoo, MI 49009

**Grand Rapids Location**  
2716 Courier Court NW, Ste. F  
Grand Rapids, MI 49534

**Fabrication Shop**  
2415 N. Burdick Street  
Kalamazoo, MI 49007

**30+**  
YEARS

**WWW.MCM-TEAM.COM**  
**(844) MCM-TEAM**  
**24-HOUR EMERGENCY SERVICE**



**Travel Requirements**

*Required to travel to construction sites all around Southwest Lower, and Central Michigan.*

**Type of Employment**

*Full Time*

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