

**Job Title:** Project Manager

**Pay:** Salary \$40,000 - \$80,000

**Work Hours:** 7am-4:30pm Monday through Friday – Some weekends and Overtime if needed

**Primary Job Function:**

To manage the installation operations of all assigned projects, including the scheduling and dispatching of the crews, ordering and purchasing of equipment and materials as needed. Clear and concise communications with company customers, including keeping customers apprised as to company schedule and requested lead time. Assist in the training and efficiency of company installers. Adherence and enforcement of company's "No Will Call" policy. Implementation and enforcement of company's purchasing policy. The supervision of the company's installation crew and the profitability of installation jobs that are assigned to you.

**Reports To:** Installation Manager

**Daily Duties:**

- Have a clean and concise communication with the Installation Manager on scheduling of assigned projects.
- Review new jobs with installer, check work orders from previous days jobs and verify if any parts are needed or uncompleted items.
- Schedule layouts and update layout & design schedules.
- Turn over all materials list to project coordinator with dates that it needs to be completed by.
- Confirm all equipment and materials are ordered for all assigned jobs. Purchase equipment and materials if necessary.
- Purchase special orders, materials etc, as needed.
- Check all jobs in progress each day for quality & on time status.
- Be available by phone for installers questions, know whereabouts and progress of crew during the day.
- By 3:30 update installation manager of job progress, finish drawings, verify jobs are staged 3 days prior to scheduled date, assist warehouse crew with staging of next days jobs, etc.
- Return builder/customer calls.
- Follow up field status with crew.
- Schedule any fabrication time needed for the lead installer.
- Attend required job kick-off meetings with sales department.
- Attend monthly installation/office meetings.
- Verify installation crews are performing all duties in a safe manner.
- Coordinate all sub-contractors on assigned jobs.
- Communicate items/change orders that need to be priced with the sales team.
- Attend job site meetings as necessary.
- Creating complete materials lists for assigned jobs.
- Review all material lists submitted by installers for assigned projects.
- Assist in verifying the accuracy and timeliness of job folders for installers.
- Other duties as assigned.

**Performance Indicators:**

Certain key business indicators will measure the effectiveness of the Project Manager. These include the following:

- Contract performance, how many hours used on the job compared to the amount of hours estimated.
- Degree to which unproductive labor or lost time is minimized.
- Degree to which Installers improve in ability and in efficiency.

- Number of problems that arise as a result of jobs not being installed according to original or revised layout and design.
- Number of warranty calls, resulting in non-billable time.
- Quantity of rush orders, will calls as a result of poor planning.
- Number of return trips/call backs due to installer error.
- Quality of installers paper work and documentation of operations/installations.
- Number of times jobs not started on time.
- Number of jobs held up due to material or equipment not ready.