

**Position:** Project Manager or Assistant Project Manager

**Company:** August Winter & Sons, a leading mechanical contractor in Northeast Wisconsin, has a full-time position open to expand our Project Management department. We service clients in a variety of industries including: Commercial, Healthcare, and Industrial applications that involve heating, cooling, process, structural and plumbing systems. August Winter & Sons offers a competitive compensation package and has excellent employee retention.

**Responsibilities:**

**Bidding (or Assist)**

- Attend pre-bid meeting
- Procure subcontractors
- Gather missing parts and pieces and pricing
- Create spread sheets
- Start scope letters
- Count fixtures/vav's/grills
- Send out RFQ's
- Check on licensing/permit requirements
- Obtain cost information related to:
  - permit fees
  - local insurance rate
  - local wage rates
  - travel (flights and/or mileage)
- Help take pricing

**Project Management (or Assist)**

- Attend pre-construction meetings
- Buy-out
- Write/issue Purchase Orders and Subcontracts
- Gather submittals
- Take out permits
- Set up pre-jobs
- Call diggers hotline
- Set up barricades
- Attend job meetings
- Send in RFI's and log
- Price Change Orders
- Gather O&M's
- Complete labor reports
- Communicate with Foreman to ensure he/she is getting all updates/info

**Requirements:** (Experience / Education / General)

- Construction related 2-year Associates Degree or 2 years of experience
- Able to work in a fast-paced environment
- Detail oriented with strong verbal and written and communication skills
- Experience with Microsoft Office Suite (Outlook, Excel and Word)
- Excellent communication, problem solving and organizational skills
- Approximately 45 hours per week (office hours are 7am – 4pm)