

Plumbing Project Manager & Lead Foreman

Job Purpose & Responsibilities

Job Purpose

The purpose of the 535 Plumbing Project Manager is to serve as a communication channel between the customer and the plumbing team to complete projects on time, done to code, safely. The Manager develops business by responding to RFP and other incoming inquiries. The Manager provides technical and supervisory oversight to a team of plumbers and apprentices. The Manager is responsible for customer relations, including ongoing communication before, during and after jobs. The Manager will provide oversight, communication, and performance reviews of teams from 1-10 plumbers and apprentices and is responsible for creating a smooth team atmosphere.

Please submit your application online at:

www.535plumbing.com/join-our-team/employment-app/

Essential Job Duties & Responsibilities

- Oversee projects from negotiation and bids through execution
- Research and investigate project drawings, prepare submittals and final drawings
- Prepare or oversee material lists for vendors, order required materials
- Ensure quality control & safety enforcement meets code, company and client expectations
- Direct job schedule and manage progress
- Recommend purchases of equipment or fixtures
- Stay informed & communicate progress and needs with project teams and management
- Do site visits for inspection and crew oversight
- Attend project meetings as required
- Maintain plans files
- Communicate with clients on pricing and change orders with tact and professionalism
- Manage subcontractors as necessary
- Do Job close-outs, check final invoices
- Communicate with clients about past due balances as necessary
- Communicate with & work to support other staff, particularly office staff
- Work with management team to establish and work toward company goals

Goals

- Reach sales, estimate to lead conversion, and other metrics in coordination with management
- Work effectively as a team leader of the division
- Work effectively as a team player of the company
- Help the company achieve service, employee and process improvement goals

Required Skills & Qualifications

- Must be a licensed plumber
- Excellent project management, organization skills
- Read, interpret, and follow engineered blueprint drawings
- Demonstrate initiative with customers
- Be alert and aware of surroundings and accessible to those around you
- Be a trustworthy and motivated individual who can multi-task and stay organized
- Ability to lead a team or work independently on tasks
- Ability to oversee education and training of apprentices
- Ensure basic housekeeping at job sites and with vehicles

Physical & Other Requirements

- **Physical:** May occasionally lift and/or move up to 50 pounds. While performing the duties of this job, this employee is regularly required to walk and climb stairs.
- **Office:** Required to be computer literate and use basic office software (will train).
- **Mental:** Must have critical thinking, judgment, decision-making, follow-up, social awareness, mathematics, reading, writing, organizational, timeliness, stress tolerance, and good communication skills (oral and written).
- **Human:** Must have understanding of individual and team strength and weaknesses and be able to assign tasks as appropriate.
- **Driving:** Daily vehicle travel on Oahu. Must have valid Hawaii driver's license.