

Job Notice

Plumbing Project Manager

Generous Benefits Offered: Medical, Vision, Dental, Drug, Holiday Pay, PTO, 401(k)

Compensation: Competitive salary, commensurate with experience

Employment Type: Full-Time - with flexibility

Location: Honolulu

To Apply: go to <https://535plumbing.com/join-our-team/>

Or email resume to Keri@535Plumbing.com

Job Summary:

We are a growing plumbing service company with both residential and small commercial projects. We need for a Project Manager to provide support and oversight of plumbing projects. This individual must provide quality oversight of plumbing projects.

We are looking for individuals who:

- Have experience working in busy contractor's office
- Are quick learners
- Are multi-taskers
- Want to work with great people who have heart and soul

Duties/Responsibilities:

- Assists with preparation of submittals and shop drawings
- Work with Estimator to prepare material lists for shop fabrication and vendors, order materials required for projects
- Set up job schedule and manage progress
- Recommend purchasing of large equipment or fixture packages
- Brief team on project and communicate daily on job progress and needs.
- Communicate weekly on project and individual performance
- Visit jobs for inspection
- Attend project meetings as required
- Maintain plans files
- Communication with clients and pricing for change orders as required
- Management of subcontractors, as necessary
- Job close-out
- Communicate with & work to support other staff
- Other duties as assigned by management

Required Skills / Experience:

- Prefer at least 5 years of project management experience in the plumbing trade
- Good knowledge of Microsoft office, especially Excel
- Prefer working knowledge of enterprise software
- Attention to detail is a must
- Able to work well in a team setting
- Have a High School Diploma or GED

This Job Is:

- A “Fair Chance” job (we perform background checks with flexibility)
- A job for which all ages, including older job seekers, are encouraged to apply

Physical Requirements:

- Must be able to lift up to 50 pounds at a time
- Physical activity not limited to walking, bending, kneeling, and standing for long periods of time up to 5 hours