

Project Manager

Employer Information

Organization Name:	Blakeman Plumbing & Heating, Inc.
Website:	www.blakemanplumbing.com
About Our Organization:	Since 1995, Blakeman Plumbing and Heating has been the trusted name in the plumbing and HVAC industry, built on a foundation of the following core values: Collaboration, Positivity, Respect, Improvement, Communication, and Customer Satisfaction. For nearly three decades, we've been committed to not only exceeding customer expectations but also creating a thriving culture for our employees. We believe that a satisfied team is the cornerstone of exceptional service, which is why we foster an environment of respect, growth, and collaboration. By valuing our employees as much as our customers, we've built a company where careers flourish, and customers feel the difference. At Blakeman, quality isn't just a promise—it's a tradition fuelled by people who care.
Department:	Plumbing and/or HVAC
Reports To:	Department Head
Job Location:	Ashland, WI-54806
Hours/Week:	40
Starting Salary:	30-45 USD/Hour
Benefits:	<ul style="list-style-type: none">• 4% 401k Match• \$300 Annual Clothing Allowance• 9 Paid Holidays Annually• Paid Vacation• \$250 Monthly Bonus• Company Provided Cell Phone (Certain Positions Only)• Personal Use of Mechanic Shop After Hours

Job Purpose

Plan, direct, or coordinate activities concerned with the construction and maintenance of plumbing or HVAC systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation.

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; estimating, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Tasks

- Plan, schedule, or coordinate construction project activities to meet deadlines.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Interpret and explain plans and contract terms to representatives of the owner or developer, including administrative staff, workers, or clients.
- Direct and supervise construction or related workers.
- Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Prepare contracts or negotiate revisions to contractual agreements with architects, consultants, clients, suppliers, or subcontractors.
- Plan, organize, or direct activities concerned with the construction or maintenance of structures, facilities, or systems.
- Study job specifications to determine appropriate construction methods.
- Implement new or modified plans in response to delays, bad weather, or construction site emergencies.
- Investigate damage, accidents, or delays at construction sites to ensure that proper construction procedures are being followed.
- Inspect or review projects to monitor compliance with building and safety codes or other regulations.
- Develop or implement quality control programs.
- Requisition supplies or materials to complete construction projects.
- Determine labor requirements for dispatching workers to construction sites.
- Contract or oversee craft work, such as painting or plumbing.

Work Activities

- Getting Information
- Scheduling Work and Activities
- Communicating with Supervisors, Peers, or Subordinates
- Coordinating the Work and Activities of Others
- Organizing, Planning, and Prioritizing Work
- Resolving Conflicts and Negotiating with Others
- Interacting With Computers
- Making Decisions and Solving Problems
- Developing and Building Teams
- Evaluating Information to Determine Compliance with Standards

Detailed Work Activities

- Analyze data to determine project feasibility.
- Analyze forecasting data to improve business decisions.
- Communicate organizational information to customers or other stakeholders.
- Communicate organizational policies and procedures.

- Determine operational compliance with regulations or standards.
- Occasionally develop environmental remediation or protection plans.
- Develop operating strategies, plans, or procedures.
- Develop procedures to evaluate organizational activities.
- Develop sustainable organizational policies or practices.
- Direct facility maintenance or repair activities.
- Estimate labor requirements.
- Implement organizational process or policy changes.
- Investigate industrial or transportation accidents.
- Manage construction activities.
- Model operational processes.
- Negotiate project specifications.
- Prepare financial documents, reports, or budgets.
- Prepare forms or applications.
- Purchase materials, equipment, or other resources.
- Recruit personnel.
- Review blueprints or other instructions to determine operational methods or sequences.
- Supervise employees.
- Train employees on environmental awareness, conservation, or safety topics.

Work Content

Physical Demands

Employee is regularly required to stand; walk; sit; use hands and fingers to handle or feel; reach with hands and arms; talk or hear.

Lifts Weight or Exerts Force Work Environment

Employee is occasionally required to lift up to 50 pounds.

Visions

Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; ability to adjust focus.

Qualification

Education and Experience

Education	High School/G.E.D.
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Skills

Basic Skills

- **Active Listening**
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- **Monitoring**
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Speaking**
Talking to others to convey information effectively.
- **Critical Thinking**
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Reading Comprehension**
Understanding written sentences and paragraphs in work related documents.

Social Skills

- **Coordination**
Adjusting actions in relation to others' actions.
- **Negotiation**
Bringing others together and trying to reconcile differences.
- **Social Perceptiveness**
Being aware of others' reactions and understanding why they react as they do.
- **Instructing**
Teaching others how to do something.
- **Persuasion**
Persuading others to change their minds or behavior.

Complex Problem-Solving Skills

- **Complex Problem Solving**
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Quality Control Analysis**
Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Operations Analysis**
Analyzing needs and product requirements to create a design.
- **Operation Monitoring**
Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Troubleshooting**
Determining causes of operating errors and deciding what to do about it.
- **Operation and Control**
Controlling operations of equipment or systems.

System Skills

- **Judgment and Decision Making**
Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis**
Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation**
Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- **Time Management**
Managing one's own time and the time of others.

- **Management of Personnel Resources**
Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Management of Financial Resources**
Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Management of Material Resources**
Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Desktop Computer Skills

- **Databases**
Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
- **Graphics**
Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.
- **Internet**
Using a computer application to create, manipulate, edit, and show virtual slide presentations.
- **Navigation**
Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
- **Presentations**
Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- **Spreadsheets**
Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- **Word Processing**
Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.

Knowledge

Required

- Building and Construction
- Administration and Management
- Engineering and Technology
- English Language
- Customer and Personal Service

Tools

- Photocopiers
- Printers
- Scanners
- Desktop computers

Technology

- **Accounting software**
 - NetSuite
- **Project management software**
 - Procore
 - Microsoft SharePoint
 - Coolfront – Field Edge Flat Rate Mobile
- **Electronic mail software**
 - Microsoft Outlook
- **Human resources software**
 - Miter
- **Document management software**
 - Foxit PDF Editor+
- **Office suite software**
 - Excel
 - Word
 - PowerPoint
- **Calendar and scheduling software**
 - Google Calendar
- **Time accounting software**
 - Miter