



Dean E. Norris has been in business over 40 years and specializes in fabrication and installation of heating, air conditioning, plumbing and custom sheet metal for commercial and industrial applications throughout Kansas. We working with owners, architects, engineers, and general contractors to bring solutions to mechanical problems. Dean E. Norris, Inc. provides solutions to meet our customer's needs with timely response, completion and communication. Our team focuses on methods to provide the customer the greatest return on their investment in us. The result is the collective experience of our entire company working together.

Project Manager/Estimator

This position is responsible for project management and estimation of construction, installation, and service of HVAC, sheet metal, and piping.

Major Responsibilities:

1. Plans, organizes, directs and controls all cost of, installation, and subcontracting activities on large and/or complex systems or service installed jobs.
 - Prepares and implements project installation plans and procedures.
 - Assists in developing and evaluating project pricing during design and development stage prior to contract.
 - Participates in subcontractor walkthroughs to develop project scope and pricing.
 - Tracks project results and delivers on project commitments according to budget, schedule and scope.
 - Understands and manages internal and external customer expectations.
 - Manages the scheduling of work to ensure adequate submittals, technical information, materials, labor and other resources are available as needed.
 - Reviews project documents for any conflicts or missing information and promptly pursues clarification and instruction from the design team.
 - Maintains construction schedule, including modifications, and coordinates task scheduling.
 - Coordinates installation labor and directs work requirements.
 - Serves as central point of contact between the client, service, manager, sales, outside contractors and installation team.
 - Maintains proper job records for both internal and external use.
 - Consistently communicates job progress with superiors, subordinates, and others as needed.
 - Initiates change orders for work outside of project scope and hands off to engineering or supervisor for pricing.



- Conducts project/job meetings, including safety meetings and documentation.
 - Conducts project close out to include handoff of project to service department and updating contract information with marketing department.
2. Estimates service and installation projects for HVAC and sheetmetal.
- Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues.
 - Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates.
 - Prepare estimates for use in selecting vendors or subcontractors.
 - Confer with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates.
 - Prepare estimates used by management for purposes such as planning, organizing, and scheduling work.
 - Prepare cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project.
 - Assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.
 - Set up cost monitoring and reporting systems and procedures.
 - Review material and labor requirements to decide whether it is more cost-effective to produce or purchase components.
 - Prepare and maintain a directory of suppliers, contractors and subcontractors.
 - Establish and maintain tendering process, and conduct negotiations.
3. Monitors job status costs.
- Provides information to determine labor and material requirements on a monthly basis.
 - Maintains two-week look ahead and turns into manager.
 - Monitors financial, contract management and other management reports and tools to define project problems and remedy same; all to assure project profitability.
 - Prepares information and assists with monthly forecasts.
4. Maintains regular communication with the client to ensure customer satisfaction on projects.
- Routinely visits job sites to ensure quality installation.
 - Ensures quality assurance program to continuously improve customer satisfaction.



Qualifications:

Education Experience: Bachelor's degree (BS) in a construction related discipline, or five to ten years of related trade experience and/or training, or equivalent combination of education and experience. A high school diploma or GED equivalent is required.

Related Experience: Must have a minimum of 5 years' experience, 7 years is preferred, as a Mechanical Construction Project Manager and/or Mechanical Construction Estimator. Experience in both Project Management AND Estimating is preferred. Experience in mechanical service is preferred.

Other requirements: Must be able to satisfactorily pass a criminal background check. Must be able to satisfactorily pass a motor vehicle record check. Must be able to meet Dean E. Norris, Inc. qualifications to operate a vehicle on company business. Must be at least 18 years of age. Must possess a valid driver's license. Must have access to drive a well maintained vehicle. Must have up to date registration with the local Department of Motor Vehicles. Both the candidate and the vehicle must be currently covered on a personal insurance policy. May be required to lift up to fifty pounds.

Skills:

Computer Skills: Microsoft Office products (Word, Excel, PowerPoint, and Windows).

Organized and Detail Oriented

Good Written and Oral