

Alarms and Special Hazards Project Manager

Duties and responsibilities

- Manage projects of various sizes from the design stage to completion
- Order and maintain materials based on project requirements and deadlines
- Design and/or assist in the design process of project
- Schedule installation crews for small and large contracts based on job requirements and completion deadlines
- Schedule technicians for:
 - Service work and inspections as the need arises
 - Job finalization based on completion deadlines
- Maintain complete documentation of all projects
 - Obtain permits based on design approval and requirements of the local authority
 - Coordination efforts and or special criteria as per the requirements of the project
 - All pertinent documentation of equipment and material requirements
- Estimate or assist in the estimation process based on the size and estimate deadlines of small and large projects
- Track project performance through interoffice generated reports based on costs of installation verses estimated costs
 - Inform field foreman of cost issues verses actual progress of installation
 - Track both labor hours and material costs in order to maintain required margins on a given project
- Coordinating work with all trade vendors and general contractors
- Set up and coordinate final inspections with the appropriate authority according to project deadlines and completion criteria as well as progress of the installation
- Assist field foreman in assuring the crew has the appropriate tools on hand and the proper equipment rented when needed to perform the tasks of the job
- Assist field foreman with design related issues as they arise and find a resolution for the issues at hand in order to stay within code requirements
- Maintain a working knowledge and training of current equipment
- Maintain and approve time records for all field personnel
- Attend seminars from time to time to stay up to date with changing technology, installation and testing practices

Qualifications

- High school diploma
- Associates degree in electronics related field preferred
- NICET II or NICET III preferred. Equivalent experience will be considered assuming individual pursues NICET alarms certifications
- Minimum of 5 years of experience in fire alarm, clean agent releasing, and sprinkler releasing systems
- Ability to use Windows based software, i.e., excel, word, etc.
- Strong organizational skills
- Strong working knowledge of AutoCAD
- Strong working knowledge of fire alarm codes and fire alarm programming software
- Strong communication skills – oral and written
- Ability to travel based on job requirements
- Must be a “TEAM” player
- Ability to work in a fast paced environment and accept frequent changes