



Damuth Trane Position Opening

Job Title: BAS Project Manager
Department: Contracting
Reports To: BAS Team Leader
Posting Date: 6/29/10
FLSA Status: Exempt (not eligible for overtime compensation)

PRIMARY ROLE

To provide *exceptional* customer service and quality Trane Building Automation Systems (BAS) projects to internal and external customers. Also responsible for managing, tracking, and maintaining multiple BAS projects within time, scope, and budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for coordinating the engineering, installation and start up of functional BAS projects.
- Coordinates design and layout of BAS projects.
- Reads and reviews drawings, blueprints.
- Validates project estimates
- Monitors and updates project information using Wennsoft
- Monitors and validates change order pricing.
- Coordinates submittal preparation, review and delivery.
- Selects and manages multiple subcontractors.
- Manages costs on the project to assure that the project comes in on budget.
- Responsible for maintaining the accuracy of the forecasted cost and completion.
- Responsible for monthly project billings to contractors and from subcontractors
- Monitors revenue forecasting and project financial activities continuously.
- Responsible for coordinating change order and RFI activity on BAS projects.
- Approves subcontractor, vendor, and internal invoices related to assigned projects.
- Coordinates negotiation and fulfillment of Trane and Non-Trane parts orders for BAS projects.
- Assists Project Engineers and Technicians as requested with engineering, programming, terminations, commissioning, and graphic development.
- Meets with sales engineers, contractors and consulting engineers regarding project design and submittal approval as project requirements dictate.
- Attend job meetings as necessary.
- Maintains customer satisfaction by investigating concerns, implementing corrective action and communicating with customers, internal Damuth Associates and affected stakeholders as necessary.
- Manages and schedules multiple projects.
- Coordinates engineering and commissioning efforts with Project Engineers and assigned Project Technicians.
- Operates in a team based environment by coordinating with sales and service to understand and fulfill project requirements.
- Possesses basic knowledge of Air Conditioning systems and controls.
- Backup support to project engineers and sales staff for customer service as necessary.

CUSTOMER SERVICE

- Provide responsive customer service. Answer internal and external customer calls quickly and pleasantly. Communicate with customers in a friendly, professional and patient manner.
- Perform all duties with the goal of building and maintaining long-term customer relationships.

TEAMWORK

- Demonstrate and promote a spirit of cooperation and teamwork throughout the Company.

- Provide backup support for other team members.
- Continually look for ways to improve our processes and ability to serve our customers effectively.
- Improve personal performance on a continual basis. Suggest training programs or other opportunities for improvement to the BAS Team Leader as they apply.

SAFETY

- Use safe work practices in the office and promote safe practices in the field.
- Notify Team Leader or Safety Director of any unsafe conditions.

SUPERVISORY RESPONSIBILITIES

- This job has no supervisory responsibilities.
- May directly monitor daily activities of assigned BAS project engineers and provide direction to Project Technicians in the BAS Department.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Associate's degree/Bachelor's degree in engineering, engineering technology or business management and three to five years experience in engineering or construction management; or equivalent combination of education and experience.
- Working knowledge of Microsoft Office products, and programming experience with building automation systems.

LANGUAGE SKILLS

- Ability to communicate both written and orally.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

CERTIFICATES, LICENCES, REGISTRATIONS

- Valid driver's license and excellent driving record.

PHYSICAL DEMANDS

- Mobility within the office and on the jobsite.
- Ability to regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

- This position works in a typical office environment with occasional visits to job sites which includes outdoor work and work in mechanical/equipment rooms.
- During the job site visits, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme heat; risk of electrical shock; and vibration.
- The noise level in the work environment is usually loud.

Consideration:

Please email (smirkle@trane.com), fax (757-558-9899), or mail resume or application and salary requirements to Human Resources.

EOE/AA, Drug Free Workplace