

# Mechanical Project Manager



BAC Group of Companies is seeking to employ a Mechanical Project Manager. The successful candidate will be responsible for organizing and implementing all aspects of mechanical projects in HVAC, HVACR Plumbing services, fire protection, energy management services and insulation. The successful applicant must have a strong understanding in mechanical system designs and function, also the knowledge and ability to design mechanical systems. The Mechanical Project Manager is required to have previous experience managing subcontractors including but not limited to client relationships, developing project scopes of work, and working with the project team to carry out feasibility assessments, concepts development, design, and construction management. The applicant will need to be a team player who can work with other managers within the BAC group. The individual will report to the Operations Manager.

#### Duties Responsibilities:

- Plan, schedule, organize, direct, control and evaluate construction projects from start to finish according to schedule, specifications and budget
- Handle project administration, including cost control, schedule control and change order administration
- Prepare and submit construction project budget estimates
- Plan and prepare construction schedules and milestones, and monitor progress against established schedules
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors
- Develop and implement quality control programs to ensure proper installations of mechanical systems.
- Prepare progress reports and issue progress schedules to clients
- Supervise the activities of subcontractors and project team

#### Education:

- Bachelor's Degree in Construction Science or Engineering

#### Experience:

- 10 years of experience in the field, 5 of which must be in a supervisory position

#### Special Requirements/Certifications:

- Proficient project management skills, including documentation, cost control, scheduling, change order pricing and negotiating
- Strong written and oral communication skills
- Outstanding organizational skills
- Proficient in Microsoft Office
- The ability to read and interpret blueprints, schematic drawings and equipment schedules
- Strong interpersonal skills including problem solving capabilities
- Strong knowledge and background in applicable codes and requirements

#### Closing Date: July 18, 2014

All applications should be submitted in writing with a resume and references to:

Human Resources Office,  
BAC Group of Companies,  
P.O. Box HM 1095, Hamilton HM EX, Bermuda  
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