



Fire Protection Project Manager JOB DESCRIPTION

Department: Fire Protection

Reports To: Reese Freeman

NOTE: This job description represents a summary of the typical functions of the job and is not considered to be an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined specifically in the job description; other duties, as assigned, will become part of the job. James Lane expects full participation and teamwork at all times.

Job Purpose: The Project Manager position is directly responsible for managing multiple projects from inception through to completion, delivering each project on time and within budget. Assignments generally include preparing reports, maintaining records, securing vendor pricing, issuing formal purchase orders and subcontractors. The project manager is responsible for approving invoices, processing change orders, maintaining logs, and maintaining correspondence with owner representatives and James Lane Mechanical field professionals.

Primary Duties:

- Soliciting of new business and projects specifically tied to the Fire Protection Department.
- Service existing customer base providing fire protection options and referral of other trades.
- Develop and maintain account relationships to cross sell services.
- Provide timely fire protection pricing for repairs, inspections, and monitoring contracts.
- Prepare monthly ECACs (Estimated Cost at Completion).
- Responsible for Cost of Goods, material purchasing, and managing budget and predetermined objectives.
- Maintains, and reviews all RFIs, submittals, substitution requests, change proposals, project schedules, project budgets, purchase orders, and invoices for multiple projects.
- Responsible for project analysis to determine scope, cost, and scheduling requirements.
- Obtain permits and drawings from both General Contractors, local jurisdictions, and/or owners, if applicable.
- Arrange for returns of unused materials to vendors and ensure credit has been issued.
- Request installation, operation, and maintenance manuals for all equipment pertaining to the project.
- Collaborate with clients, engineers, architects, etc. to determine specifications of projects.
- Provide direction over contracts, subcontracts, laborers/mechanics to manage construction schedule.
- Ensure all construction documents are complete and accurate and provide progress updates as needed.
- Ensure adherence to all health and safety standards.
- Ensure work is done in compliance with all relevant building and safety codes.
- Select, manage, and maintain subcontractor and supplier relationships.
- Assist with submittal development.
- Accept responsibility for multiple projects simultaneously.
- Perform other duties as assigned.



James Lane Air Conditioning Company, Inc.

5024 Jacksboro Hwy
Wichita Falls, TX 76302
940-766-0244

Skills/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.

- Possessed personal initiative, judgement, foresight, professional appearance and demeanor, and positive attitude.
- Understanding of construction procedures, material, and project management principles.
- Ability to review, negotiate and execute contracts.
- High degree of familiarity with contract and subcontract documents, terms, and conditions.
- Knowledge of construction/project management software.
- Ability to communicate accurately and effectively to maintain professional relationships between clients, architects, designers, engineers, subcontractors, co-workers, and work teams across varying backgrounds.
- Ability to provide accurate and detailed instructions to installation teams.
- Ability to analyze situations, think critically, and adopt appropriate courses of action.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to work in a team environment.
- Computer literacy includes strong proficiency in MS Word, Excel, Outlook, Internet research, and other software applications.
- Must have excellent organization skills.
- Strong written, verbal, and interpersonal communication skills.
- Ability to work under pressure with minimum supervision.
- Demonstrated ability to multi-task.
- Ability to complete tasks in a timely fashion.

Education, Certificates, Licenses, Registrations:

- 3 years of fire alarm experience and 10 years of construction experience is required.
- Bachelor's degree in mechanical engineering, construction management, or similar field is preferred.
- Experience as a Project Manager in commercial construction industry is preferred.

Working Conditions:

- The employee must be available during the core work hours Monday through Friday and must work 40 hours each week. Occasional evening and weekend work may be required as job duties demand.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. May require occasional work out in the field/job site.



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Physical Requirements:

Sometimes	Lifts objects weighing more than 10 pounds with or without the aid of equipment.	Daily
Rarely	Carries or moves objects weighing up to 20 pounds with or without the aid of equipment.	Monthly
Sometimes	May push or pull carts or other such objects	Monthly
Sometimes	Required to stand for more than 1 hour at a time	Weekly
Frequently	Bends, twists, stoops, sit; climb or balance; kneels, crouches or crawls	Daily
Sometimes	Uses manual dexterity or fine motor skills; grasps, moves, handles, and reaches	Daily
Frequently	Uses the ability to talk and hear	Daily
Frequently	Uses a keyboard, calculator, adding machine, or other devices to enter and transform words or data	Daily
Sometimes	Exposed to loud noises	Monthly
Sometimes	Ability to lift files, open filing cabinets, bending or standing on a stool	Weekly

***Please note by signing the job description you are attesting to the fact you are able to perform the duties and physical requirements of the job with or without reasonable accommodations.**



Job Description Limitations and Disclaimer

The duties listed above ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may or may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Continued employment requires each employee to participate fully and professionally in each task required for the success of the company.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Name (Print)

Title

Employee's Signature and Acknowledgment

Date