



Field Project Manager

Job Description/Task Requirements

Department: Field Operations

Reports to: Senior Project Manager

Note: At Service West, we put our customers first and continually strengthen our partnerships through our employee's hard work, ingenuity and determination. Our 37-year history is a reflection of our collective efforts and focus.

We provide a team-family environment that promotes safety, personal growth, opportunities for advancement and professional achievement. Critical to our continued success is hiring and developing exceptional employees. We have high standards for our employees, with good reason. They represent Service West, our family, our brand, and our values to customers and our team members.

Basic Function: The Field Project Manager will be responsible for overseeing the project from beginning to end. This includes ensuring that the projects are completed within time constraints.

Specific Responsibilities and Duties include but are not limited to:

Responsibilities:

- Collaborate with all departments within Service West as well as client representatives, architects, general contractors, and other professionals to ensure a clear understanding of project requirements for the successful completion of each project.
- Conduct incident investigations and participate in causal analyses as directed
- Report all safety concerns, hazards, deficiencies and employee performance issues to management
- Correct safety hazards within their control; communicate hazards not within their control to appropriate parties for correction
- Champion incident investigations, incident report drafts for assigned projects and forward to RSM for review/approval
- Responsible for developing and maintaining a strong safety culture
- Independently identify construction scope of work through RFPs and architectural plans/scope.
- Organize project functions, conduct highly accurate site inspections and layout of job site.
- Plan and supervises product delivery and installation, formulate and submit deficiency punch list (if applicable) and track completion.
- Assists in producing accurate quotes, managing on-going account/service work as required while also managing project hours to meet or exceed goals.
- Attend client meetings and if required maintain ongoing meeting minutes and maintain project documents.
- Review project documents including specification drawings, floor plans, bills of materials, deployment matrices, etc. for accuracy and alignment with project planning.
- Ensures that product inventories and necessary equipment are properly coordinated with the Account Manager and Installation Manager for each project to maximize on-site hours.
- Work collaboratively and build strategic relationships with business customers and trade representatives.
- Schedule installations and deliveries for projects in collaboration with Service West Account Manager.
- Provide On-site supervision of projects during installation as required.
- Works with the Lead Installer and Account Manager to manage all change orders for the project.
- Continually analyze current processes and procedures and recommend process improvements to the management team.
- Provide exemplary customer service supported by employee feedback mechanisms – (i.e. surveys, focus groups, ad hoc group meeting, etc.).

Requirements:

- Comply with and enforce the Service West IIPP at all times
- Minimum 5 years of proven Project Management experience.
- Must have a complete understanding of construction practices, with emphasis on doors, ceilings, walls, hardware, flooring systems, power and database building interface, seismic issues and code compliance.
- Must have excellent communication skills (internal and external), be extremely organized and customer focused with practiced time management skills.
- Ability to be detail oriented is mandatory, with frequently changing priorities and deadlines, with unusual work hours and time spent out of the office.
- Demonstrated ability to read and interpret floor plan.
- Willingness to work a flexible work schedule as nights and weekends are required.

Knowledge/Skills/Abilities

- Knowledge of Cal/OSHA regulations and other standards and codes
- Bachelor's Degree in Construction Management, Engineering or Interior Design with at least 5 years of related experience.(preferred)
- Knowledge of office furniture systems.
- Strong computer skills – Microsoft Office Suite (Word, Outlook, MS Project).
- Excellent Written and Oral Communication Skills.
- Ability to multi-task and manage multiple deadlines.
- Demonstrated attention to detail and team philosophy.

****Background check and drug screening required for employment***

****Service West is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.***