



**JOB TITLE: PROJECT MANAGER**  
**DEPARTMENT: ENERGY**

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**JOB SUMMARY:**

Provide overall project management of direct to owner energy conservation projects ATS performs. Be responsible for all resources such as finances, labor, documentation, and schedule to ensure successful project completion. Interface with customers, professional engineers, architects, utility providers, Washington State Department of Enterprise Services and Commerce, and a variety of subcontractors. Carry out functional performance and other grant or contractual directed requirements and submit reports to respective authorities. Ensure documentation is accurate and complete. Direct customer interface, including pricing and negotiating change orders. Supervise sub-contractors and suppliers. Visit project jobsites regularly. This is an exempt position.

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**DUTIES AND RESPONSIBILITIES**

- Manage transition of project from pre-contract to design, construction, and completion phases
  - Identify proper internal and external resources to meet project goals and requirements
  - Primary contact for client during post-contract phases
  - Develop and manage project schedule and project construction plan
  - Create site specific safety plan to prevent personnel injuries and ensure safety compliance
  - Manage billing and invoicing process to client and from subcontractors
  - Monitor, review, and manage project financial performance
  - Assist in scope development and finding creative solutions to project challenges and problems
  - Draft and manage subcontract documents
  - Oversee requirements and reporting for receiving utility incentives and state commerce grants
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**SKILLS AND ABILITIES:**

- Strong interactive, communication, and negotiation skills
  - Very effective management of resources (time, schedules, finances, subcontractors)
  - Proficient in planning & scheduling along with associated tools & software
  - Knowledge and understanding of building systems:
    - Building Automation & Energy Management Control Systems
    - HVAC Systems
    - Lighting and Lighting Controls
    - Energy (electric, gas, water) Metering
  - Read and understand project documentation (plans, specifications, contracts)
  - Ability to work independently and unsupervised
  - Highly Organized
  - Strong analytical skills
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**CREDENTIALS AND EXPERIENCE:**

- Engineering or construction management undergraduate degree preferred
  - Equivalent combination of education and experience
  - 5+ years industry experience
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