

# Project Manager (Commercial HVAC) – Oklahoma City, OK

## About the Role

Own plan/spec and design-build mechanical projects from submittals to closeout. You'll run schedule, cost, subs, and documentation to deliver projects on time and on margin.

## Responsibilities

- Manage submittals/RFIs/permits; build and maintain the schedule
- Coordinate subs, materials, and site logistics; lead progress meetings
- Track costs, change orders, and margin; forecast labor
- Ensure QA/QC, safety, punch-list completion, and closeout package

## Qualifications

- 5+ years mechanical/HVAC PM experience
- Proficient with MS Project/Primavera, Bluebeam; read MEP drawings
- Proven change-order and client/GC communication skills
- Clean driving record; occasional travel between sites

