



Assistant Project Manager

Founded in 2006, Comfort Systems of Virginia, Inc. began with a goal to provide high quality contracting services to customers in Virginia and North Carolina. We are a Class A General Contractor specializing in HVAC, Plumbing, Piping and Sheet Metal services. Since our incorporation, Comfort Systems has made a commitment to constantly improve our capabilities by applying our industry-leading skills to all projects, making us a benchmark for quality and professionalism in our industry.

Comfort Systems of Virginia is one of the fastest growing mechanical groups in this area. We are looking for a full-time **Assistant Project Manager** to assist in managing this growth.

Primary Role

The role of the Assistant Project Manager (APM) is to provide direct support to the Project Managers and the Project Team throughout all phases of construction.

Essential Duties and Responsibilities

- **Project Setup and Administration**
 - Aid in the initial setting up of projects using Procore and assist in organizing essential project documents.
- **Submittals and Document Management**
 - Support timely and accurate submittal management, ensuring all documentation is correct and accessible.
- **Permitting and Compliance**
 - Assist with applying and obtaining necessary permits for work as well as scheduling inspections.
- **Project Milestones and Equipment Coordination**
 - Assist in tracking/logging equipment needs and lead times
- **Commissioning and Start Up Documentation**
 - Assist with preparing documentation for commissioning and equipment start up.
- **Closeout and Warranty Management**
 - Assist with managing project closeout processes and warranty documentation

Employment Requirements

- Ability to pass drug screening(s)
- Ability to pass background check
- Ability to prove U.S. employment eligibility and provide required documentation for same.
- Able to work extended hours when necessary, including weekends
- Must have reliable transportation
- Willing to travel as required

Other Requirements

- Must have neat and professional appearance
- Must be courteous and respectful of others
- Business is to be conducted with the highest level of personal integrity

- Continue education for professional and personal growth
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally

Teamwork

- Demonstrate and promote a spirit of cooperation and teamwork throughout the Company.
- Provide backup support for other team members.
- Continually look for ways to improve our processes and ability to serve our customers effectively.
- Improve your personal performance on a continual basis.
- Be receptive to new ideas, regardless of their origin

Special Skills

- Required - Strong organizational skills
- Required – Strong leadership skills
- Required – Problem solving skills
- Required - Ability to communicate effectively with others both written and orally
- Required – Proficiency with MS Office (Outlook, Excel, Word)
- Preferred – Working knowledge of Bluebeam and Procore programs

Certificates, Licenses, & Registrations

- Required - Valid driver's license and good driving record

Physical Requirements

- Required – Ability to lift at least 50lbs on a regular basis
- Required – Ability to sit, stand and/ or move around for long periods of time

Safety Requirements

- Use safe work practices and promote safe practices.
- Complete required safety training.
- Proper PPE equipment must be used at all times.
- Notify Team Leader or Safety Director of any unsafe conditions.
- Comply with all safety requirements set forth by Comfort Systems and OSHA

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, employer paid life insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at www.comfortsystemsva.com.