Emergency Mitigation Project Manager

Overview

This position is responsible for providing on-site and daily coordination for all phases of emergency services projects, including coordinating subcontractors, material and equipment, ensuring the specifications are strictly followed, and work is proceeding on schedule and within budget. Project Managers shall be responsible for scheduling, inspections, customer service, productivity, quality control, job site safety, crew chief and technician oversight.

Pay: $60,000-$100,000+

Responsibilities

- Responds to emergencies during and after normal business hours on an on-call rotation basis
- Provides quality control on all emergency services jobs
- Implements best practices and follows all IICRC guidelines
- Manages paperwork and reports for every assigned project in an organized manner
- Monitors and tracks equipment, performing monthly equipment inventories
- Creates material and subcontractor work orders
- Anticipates and handles possible problems before they develop
- Provides crisis management as situations occur
- Manages, provides oversight, and motivates Crew Chiefs and Technicians
- Supervises and verifies labor hours/timesheets
- Conducts yearly performance reviews with Crew Chief and Technicians
- Creates, monitors, and schedules all emergency services jobs in collaboration with the Emergency Services Division Manager
- Produces work in a timely, budgeted, scheduled, and profitable manner
- Participates in weekly team meetings regarding job progress and status reports
- Communicates with customers via phone and email to provide job status updates/crew arrival times
- Provides timely updates and communication to customers and team members
- Performs other functionally related duties as assigned

Qualifications & Skills

- Knowledge of IICRC guidelines
- Knowledge of MS Word, Excel, and Industry software: Xactimate, PSA, and other similar programs
- OSHA safety regulations
- Ability to manage employees effectively
- Industry knowledge and the ability to seek knowledge if needed

Benefits

- 401(k) matching
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Paid time off

Schedule

Monday to Friday

Weekend Availability

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.