



AC Corporation

Job Description

Title: Department Head – Mechanical Division

Location: Greensboro, NC

Reports to: President

Responsibilities Include:

Description

Department Head will be responsible for the overall operation and success of the Mechanical Department for Greensboro. Mechanical Project Managers and CAD will report to the Mechanical Department Head.

General responsibilities include but are not limited to the following:

- Working knowledge of HVAC systems, refrigeration, plumbing, electrical, and HVAC controls.
- Ensure project managers execute the scope of work per the contract documents.
- Allocate the appropriate resources whether its project management or CAD to meet the requirements for each project.
- Periodically, review with project managers their customer list to ensure each project manager is properly managing their accounts.
- Review estimates with project managers to confirm all scope items have been addressed, and approve the final estimate and final margin.
- Assist project managers as required with project design questions and solutions.
- Assure that the employees are following company standards and implement training programs and classes.
- Monitor professional development of staff members to assure that individuals are being technically challenged in a productive manner and maintain their technical abilities.
- Encourage the use of software tools to enhance the efficiency of team members.
- Encourage mentoring within the department and serve as an example for future leaders.
- Identify roles for members of the department to aid in their professional growth.
- Encourage “lessons learned” and internal communication to help prevent recurring issues. Discuss reviews with designers and reviewers to identify quality trends.
- Work with other department heads on multi-trade projects to ensure projects are executed properly.
- Review department profit and loss statement with CFO and President.

- Assign project managers to projects.
- Complete performance evaluations for each employee once a year.
- Monitor department workload to maintain proper staffing.
- Participate in design and technical reviews of projects.
- Manage project manager manpower projection schedules.
- Meet regularly with shop and field superintendents and attend construction meetings to keep abreast of overall progression of jobs related to the Mechanical Department.

Education

- BS in Mechanical Engineering

Licenses, Certifications and Accreditations

- Must be a fully licensed Professional Engineer in at least one US state; preferably in the local jurisdiction.
- NC Contractor's License H-1, 2, & 3 preferred.
- NC Refrigeration License is preferred.
- Additional certifications such as LEED, CEM and ASHRAE are encouraged to reflect personal growth in the profession.

Software Skills

A Department Head should be able to effectively utilize current company software programs for word processing, e-mail, accounting, and information management, including Word, Excel, Microsoft Project, and Power Point.

Working familiarity with design and production software to a point of being able to understand the capabilities and limitations of the programs and interact with the support staff in their use of the software is highly desirable.

Career Experience

A Department Head should have significant design and construction experience in a leadership role with a construction company.

Other Criteria:

- Possess excellent written communication skills, being able to prepare effective and concise documents.
- Possess technical and creative design skills.
- Possess strong verbal communication skills, being comfortable with and able to make presentations to a variety of groups.
- Have an enthusiastic, client-oriented, can-do attitude with a desire to provide outstanding professional services.
- Be dedicated to his or her professional development, as well as the success of colleagues and the firm as a whole.

- Demonstrate recognized leadership within the firm and/or outside the firm.
- Possess team leadership capabilities and abilities.
- Demonstrate understanding of firm-wide goals and abilities to execute them on projects that they have participated.
- Provide assistance with any contract disputes, including documentation to support mediation and/or arbitration.
- Review and provide documentation for any required liens.

Human Relations Skills:

Position deals with the following people:

- Customer
- Executive Management
- Project Managers
- Shop and Field Supervisors
- General Contractors and other Subcontractors
- Department Managers
- Accounting

General Information:

- Position: Full-Time/Regular
- Salary Range: Commensurate with education and experience.