



Position Title: Program Manager

Reports To: Director of Operations

The Program Manager coordinates all efforts on customers assigned in the implementation of energy retrofit and capital replacement projects, to Servidyne's commercial and institutional clients. Servidyne provides energy efficiency and demand response services and technology and project management solutions to the hospitality, corporate real estate, utility, governmental, and industrial markets that optimize facility performance at every stage of the lifecycle of a building. Servidyne differentiates itself in the marketplace as "building performance experts" by creating and promoting its unique capabilities to solve problems related to facility infrastructure, energy and productivity.

Program Manager

The Program Manager is responsible for coordinating all efforts of work for assigned customers. This includes: accounting, engineering, estimating, project development, request for proposal (RFP) process, management of subcontractors, creating & managing schedule, coordinate & manage other departmental labor resources as needed on assigned projects. This position works with clients and other team members to gather and disseminate needed information; act as the main contact for communications with the client; and is ultimately responsible for the delivery of the assigned project on time and within budget.

- Directs team members (employees, consultants and subcontractors) at all levels of contract administration.
- Controls any number of projects at various stages of work.
- Consults with team members to determine functional and spatial requirements of new structure or renovation, and prepares information regarding design, specifications, materials, equipment, estimated costs, and construction time.
- Plans layouts of projects and integrates engineering elements into unified design and implementation schedule for client review and approval.
- Checks design drawings for accuracy and suitability for intended purpose.
- Prepares bid specifications, obtains bids and awards construction contracts.
- Administers construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans.
- Coordinates with other team members who perform preliminary and in-depth energy audits and cost estimators who determine retrofit implementation costs based on estimation manuals and contractor quotes.
- Scheduling in coordination with program director
- Travel as required (50% of time)

Position Qualifications:

- Minimum of 10 years experience in project management related to building HVAC and energy systems.
- Technical competence to perform the above duties and responsibilities
- Design / build experience a plus
- Performance contracting experience a plus
- Excellent communication and time management skills
- Bachelor's degree or equivalent; Engineering degree and/or P.E. a plus.
- Positive attitude and proven ability to work in a team environment

Compensation and Benefits

- Reimbursed travel and entertainment expenses
- Competitive company benefits including healthcare, vacation, insurance and 401(k) plan