

## HVAC PROJECT MANAGER

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Wisconsin Rapids, WI 54495

Main Office 715-887-4400  
[www.complete-control.com](http://www.complete-control.com)

Edgar Office 715-301-1673

Complete Control, Inc. is accepting applications for a HVAC Project Manager to serve areas in Wisconsin. This position involves an individual with a high level of responsibility and accountability for the Project Managing of Mechanical Jobs.

### Skills/Qualifications/Responsibilities:

- Ability to coordinate and execute projects in a timely and cost-effective manner in order fulfill contractual commitments
- Able to read and understand blueprints and specifications
- Prepare schedule of values/monthly billings
- Equipment and Material Procurement
- Project closeout documents
- Answer questions and concerns with technicians in field.
- Assist with manpower requirements
- Ability to respond to heavy workload service calls in a professional manner
- Ability to incorporate solution techniques to assist others to resolve customer concerns, issues and problems
- Ability to promptly and accurately complete all required paperwork (knowledge of Microsoft word and excel preferred)
- Ability to communicate with manager and account representatives regarding new developments, changes or customer issues
- Piping take offs/estimating.

### Requirements and/or Preferences:

- Ability to work independently and with others in a timely and cost-efficient manner
- Valid driver's license
- Ability to pass random drug testing
- High school graduate or equivalent
- Ability to use a company laptop and smart phone
- Location is out of Edgar, WI.

Please send resumes:  
Email to: [hr@complete-control.com](mailto:hr@complete-control.com)

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Edgar, WI. 54426  
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