



**JOB TITLE:** Fire Alarm Project Manager

**LOCATION:** 2163 Northdale Blvd. NW, Coon Rapids, MN 55433

**REPORTS TO:** Operations Director

## WHO WE ARE:

IBS is a small company with a nationwide reach. We describe ourselves as being weird in an exceptionally good way because we care about doing the right thing for our customers and finding a way to get things done where other companies don't or won't. "We love spending our customer's money, but we hate wasting it." And the "weird" part is, we mean it.

IBS is a nationally recognized specialized general contractor in electrical, fire, and HVAC systems. We provide a life cycle of services including consulting, engineering, construction, commissioning, maintenance, and training throughout North America.

IBS runs on EOS purely. That means as a member of this team, you will have a leader who:

- Gives clear directions
- Makes sure you have the necessary tools
- Acts with the greater good in mind
- Delegates appropriately
- Takes time to truly understand your role and how you can help the company
- Makes their expectations clear
- has effective meetings
- At a minimum, meets one-on-one with you quarterly
- Rewards and recognizes your performance

## ABOUT THIS ROLE:

As an EOS "Traction" company (**Right Person/Right Seat**) the successful candidate is a fully competent fire alarm project manager with functional knowledge and in-depth experience in commercial construction, including electrical, fire, and HVAC systems.

Specific responsibilities include:

- Project estimating
- Determining resources (labor, equipment, and materials) from project start to finish
- Planning to ensure deadlines are met and costs are within budget
- Oversee/manage field personnel/subcontractors daily
- Ensure accuracy and consistency; maintain, meet, or exceed construction standards/codes
- Develop/Maintain customer relationships to secure future work
- Always searching for new opportunities

This role will be accountable for quarterly and annual goals which can pay significant incentive pay:

- Recognized Gross Profit %
- Training & Development

- In-person Customer Interactions

## ABOUT YOU:

You are the right person in the right seat if you have demonstrated skills that reflect our core values: We **CARE**, We **LISTEN**, We **ANTICIPATE**, We **INNOVATE**, and We **DO**. You bring a minimum of three (3) years of experience working for a fire alarm design build contractor. You have thorough knowledge of NFPA and can produce on-time and profitable projects demonstrating the following:

- Creativity - you are a creative problem solver.
- Influencer - high level of PM expertise to influence direct reports & clients to sell ideas and shape decision criteria.
- Humor - our office environment is relaxed yet professional; a good sense of humor is required to fit within the culture.
- Travel - overnight travel approximately 20% of the time (10 weeks/yr); travel as the job requires.
- Financial Literacy - a clear understanding of key financial concepts.
- Group Presentation Skills - deliver training to both prospects and clients.
- Account Management - this role is forward-facing with clients and ensures client delight.

You possess meticulous work habits including close attention to detail, time management, people skills, problem-solving skills, exceptional organizational skills, ability to effectively communicate and present technical information verbally and in writing via Microsoft Office applications (mainly Excel, Word, and PowerPoint).

**MINIMUM QUALIFICATIONS:** *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying.*

Education: High School diploma with trade and/or college project management schooling or related field.

Experience: Minimum three (3) years working for an electrical design build contractor.

Certifications: NICET certified preferred.

## WORK ENVIRONMENT & PHYSICAL ABILITIES:

- This position primarily operates in a professional office environment using standard office equipment including but not limited to computers, phones, filing cabinets, and photocopiers
- Employees are frequently required to sit and occasionally required to kneel, reach, stoop, crouch, or crawl
- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary
- This position may occasionally lift up to 50 pounds
- This position also operates in a commercial/industrial construction setting; exposure to moving mechanical parts, vibration, and noise; this position requires the use of PPE such as eye protection, steel toe shoes, hard hat, ear protection, visibility vest, and other safety equipment required for the execution of various project specific tasks
- Physical ability to: climb ladders, bend, and stoop

*IBS is an equal opportunity employer and affords equal opportunity to all employees for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state, or federal laws.*