



PARAMOUNT

MECHANICAL CORPORATION

7053 GATEWAY CT. MANASSAS, VA 20109

PHONE: (703)369-1750 FAX: (703) 369-2450 WEB: www.paramount-mech.com

Project Manager

Location: Manassas, VA

Industry: HVAC & Plumbing

Employment Type: Full-Time

Company Overview

We are a leading Mechanical firm specializing in HVAC and Plumbing maintenance, service and projects throughout the DMV and southern Virginia areas. Known for our commitment to quality and innovation, we are seeking a detail-oriented and proactive Assistant Project Manager to join our dynamic team.

Position Summary

The Project Manager oversees all phases of construction projects from planning through completion, ensuring work is delivered safely, on schedule, within budget, and in accordance with contract documents and quality standards. This role coordinates subcontractors, suppliers, field staff, and design professionals while maintaining strong communication with clients and stakeholders. The Project Manager is responsible for project planning, scheduling, cost control, risk management, contract administration, and problem-solving to keep projects on track. Success in this position requires strong leadership, technical construction knowledge, and the ability to drive results in a fast-paced, dynamic environment.

Key Responsibilities

- Full Life Cycle Project Management of Construction Projects working closely with senior management
- Develop project plans that identify resource and budgetary needs
- Directly responsible for oversight of projects and Maintaining Project Budgets/Job Cost, and overall profitability of their projects
- Develop and Maintain Project Schedules
- Creates and manages Change Orders requests
- Provide feedback, advice, project updates and encouragement to team members
- Help train and develop assistant project managers

Maintain Record and Documentation of Material and Equipment Purchases Throughout the Project

- Responsible for Proposals, Purchase Orders, Change Orders, Submittals, RFI's, and Technical Packages
- Coordinate with vendors and suppliers as needed
- Direct, Oversee, and Assist all field personnel
- Direct, Oversee, and Assist Subcontractors
- Attend and Schedule Project Meetings as Required with Owner, General Contractor, Subcontractors, and Foreman
- Ensure accurate Labor Projections and continuously Monitor Labor Needs
- Ensure Billings and Collections are Done in a Timely Manner

Qualifications

- 5 years' experience as Project Manager in similar industry (HVAC, Plumbing, Refrigeration, General Construction)
- Ability to Read and Interpret Construction Drawings and Contract Documents
- Bachelor's Degree or equivalent work Experience
- Proficiency with Microsoft Excel
- Must be authorized to work in US
- Must pass criminal background check and drug test
- Must have clean criminal record to permit clearance to Military and Government Facilities

Benefits

- Health, Dental, and Vision Insurance
- HSA Account
- LTD insurance / Life insurance
- 401(k) with 6% employer match
- Paid time off
- Annual bonus

Salary - \$140,000 - \$175,000

Join us as an Assistant Project Manager where your energy fuels our success! Be part of a team that values innovation, collaboration, and continuous growth. We are committed to supporting your professional development while delivering outstanding construction projects that make a difference.

Email resume to: ncusher@paramount-mech.com

Paramount Mechanical Corporation is an equal opportunity employer and does not discriminate against employees or job applicants based on race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information.