



**REITMEIER**

*Bringing balance to your environment.*

**Letter from Reitmeier President, Jeff Nusz:**

“We are looking for a Senior Project Manager/Estimator who thrives on attention to detail and has above average inter-personal skills and the ability to see the big picture. The perfect candidate is excited to jump right in and make a positive influence on our company and our customers from day one. You will thrive in this position if you are someone who can *“bring it”* on a daily basis.

Reitmeier is not a large company but we think BIG and strive to be the absolute best in our class. We are an employee-driven company first and foremost. It is the people at Reitmeier who are the engine that propels us to success.

I am looking for an individual to enhance our current team. Strong communication skills and professionalism are paramount to the success of this position. Being a client and employee driven company we believe in forming lasting and mutually beneficial partnerships.

At Reitmeier, you’ll experience an amazing, team-oriented environment that places high value on the person as well as the position. If you are looking for a long term relationship and wish to find “balance” in your career and in life, then let’s talk.

*Best Regards, Jeff*



## About Reitmeier

At Reitmeier, our mission is “Bringing Balance to Your Environment.” While this relates directly to the HVAC services that we provide to our clients, it also refers to our ongoing goal of creating the best work environment possible for all of our team members. We strive to bring out the best in every employee.

Our company understands that our growth and success stems directly from our people. We understand that if we start by hiring A-players who are not only passionate about their position and department, but also invested in our company as a whole, then we have an incredible formula for a thriving company. Reitmeier empowers people to make great decisions, build sustainable relationships, and grow their leadership skills.

**Live the Reitmeier Values:** *Reitmeier team members strive to live our core values every day. We live, breathe, and believe in our core tenants. They are the foundation of our company. Every decision we make aligns with our values and supports the company’s mission: “Bringing Balance to Our Environment.”*

**Lead the Way:** We work to lead the way as a company in the technologies we bring to our customers and to the culture we create internally. Reitmeier wants to be the absolute best at what we do. Constantly challenge and stretch yourself because when everyone in our organization strives to be the best they can be, our company will thrive as a whole.

**Build Sustainable Relationships:** Reitmeier believes in the power of long-lasting, harmonious relationships. We value great communication and interactions with all team members. We strive for an environment that is friendly, warm, and exciting.

**Create the Right Solution:** Our people take initiative to solve problems so that the team and the company can succeed. Every team member is continuously innovating and improving our operations, always working to do things better and raising the bar for the highest standards possible.

**Own It:** Every team member is encouraged to put their name on every job they do. This pride in ownership ensures the growth and success of the company. Everybody is encouraged to collaborate with other team members whenever challenges arise. We believe that success and mistakes become learning and growing opportunities.



## **Are you the ideal candidate for our Senior Project Manager/Estimator position?**

Reitmeier is hiring an experienced Senior Project Manager/Estimator who ideally has past field experience and excellent written and verbal communication skills.

The right candidate thrives in an environment of collaboration. We're hiring a self motivated individual who likes to roll up his or her sleeves and get the job done under demanding deadlines and constricting budgets.

### **Here are some questions to help you know whether this position is right for you:**

- Are you seeking to create an enjoyable experience for yourself and those around you?
- Can you contribute to an environment oriented to sustainable relationships, open communication, and cohesive team effort?
- Can you quickly learn new techniques and stay updated with ongoing industry skills?
- Do you keep a positive and professional attitude under stressful circumstances?
- Do you have previous HVAC field experience?
- Are you admired by your peer group?
- Can you visualize a completed project "prior" to it beginning?
- Do you pride yourself on being responsible and accountable for your actions?
- Do you get along well with both co-workers and supervisors?
- Are you looking to work at a growing HVAC firm that's unlike any other?

### **To be qualified for the Senior Project Manager/Estimator position, you have:**

- Minimum of five (5) years of estimating and project management experience.
- Strong working knowledge of mechanical systems in commercial HVAC.
- Proficient in MS Office Suites.
- Proven success and profitability in project management experience of \$5,000 to 2.5 million.
- Must have good oral communication skills and the ability to effectively convey information to customers.
- Valid driver's license and pre-employment tests.
- Must possess strong organizational, management skills, and have the ability to multi-task.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance on roofs, in attics, and over ceilings; stoop, kneel, crouch, or crawl in crawl spaces of buildings. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to loud.

## **Your specific responsibilities as a Senior Project Manager/Estimator will include:**

- Estimate and manage multiple projects
- Provide cost information to accounting department and senior management.
- Managing relationships with vendors and subcontracts.
- Manage costs and labor hours.
- Conceptualize budget pricing.
- Daily interaction with clients and field staff.

To apply, please send an email with cover letter, resume, and references to [careetrs@ReitmeierNW.com](mailto:careetrs@ReitmeierNW.com) with the title Senior Project Manager/Estimator in the subject line. No phone calls or visits please.