



## Albireo Energy

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Albireo Energy is a national building automation, energy services, and electrical power monitoring system provider. Their solutions and services help building owners and managers improve efficiency and reduce operational costs while improving comfort for tenants. With almost 385 professionals and access to industry-leading technologies from Schneider Electric, Johnson Controls, Delta Controls, and Alerton, Albireo Energy provides superior services and solutions to data centers, healthcare, biosciences, government and commercial real estate. [www.albireoenergy.com](http://www.albireoenergy.com)

## Service Project Manager

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***Title:*** Service Project Manager

***Location:*** Edison, NJ

***Reporting Manager:*** Service Operations Manager

***Basic Purpose of Position:*** Provides management oversight for all phases of BAS / BMS Service projects. Including project assignments, scheduling, material ordering, project review and client turnover. Works with contractors and customers to complete project within the given budget and timeframe. Ensures that projects are successful by meeting quality, customer, and financial expectations.

## Responsibilities:

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A key member of the Albireo team, the Building Automation Service Specialist will be responsible for providing turnkey design development and execution for HVAC Automation projects, to include:

- Manage simultaneous open projects up to \$100k in scope sold directly to end user representative or contractors.
- Works closely with the office service coordinator and service finance on service administrative project functions. These include purchase orders, change orders, subcontracts, material invoice approvals, and communicating with the support team to ensure timely invoicing of projects.
- Provide ongoing coordination with the sales team and the owner/contractor to ensure sales scope of work and expectations are met.
- Coordinate the timely ordering and delivery of material to align with the installation requirements and financial responsibilities.
- Coordinate and review engineering submittals with onsite equipment and conditions to ensure accurate control applications and wiring requirements. Coordinate with sales and engineering team for any required changes.
- Provide system checkout, commissioning and quality assessment of installed and programmed BAS systems.



- Direct the efforts of Programmers and Technicians to achieve a fully functional and commissioned system within the project schedule and estimated hours.
- Provides red-lines to the Engineering as needed.
- Coordinates BMS Graphic development with the field technicians and programmers.
- Conducts, schedules and participate in project meetings. Provides project updates as well.
- Responsible for project coordination and cooperation with our customers (end users, owners, owner reps, general contractors, and mechanical contractors) as required to provide overall customer satisfaction and project success.
- Consult with the customer through data gathered and site assessments. Assist sales by providing technical recommendations for sales leads and proposals for retrofits, upgrades and or enhancements to existing equipment.
- Coordinate and work with 3rd party commissioning agents and sub-contractors, as needed.

## Qualifications:

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- Vocational School four-year program graduate or an Associate's degree in electronics, mechanical systems, computer technology, air conditioning or similar field.
- Degree may be offset by two years of experience in servicing electronic and or mechanical systems.
- Five to seven years of increasingly responsible experience in servicing electronic control and HVAC equipment. Ability to coordinate the work of others on multiple job sites.
- Effective interpersonal skills to represent the company to customers and other outside contacts in an ethical and professional manner.
- Must have experience in writing as well as demonstrated understanding of computer programs and software applications as related to the HVAC Industry.
- Valid Driver's license with a clean record.

Interested candidates can send resumes to [careers@albireoenergy.com](mailto:careers@albireoenergy.com).