



## 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 access to industry-leading technologies from Schneider Electric, Johnson Controls, Delta Controls, and Distech, Albireo Energy provides superior services and solutions to data centers, healthcare, biosciences, government and commercial real estate. [www.albireoenergy.com](http://www.albireoenergy.com)

## Project Manager

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**Title:** Project Manager

**Location:** New York, NY

**Reports to:** Operations Manager

**Basic Purpose of Position:** This position requires the coordination and delivery of multiple, simultaneous BMS projects of various complexities ranging from \$20K - \$3M, with a total volume up to \$8M. The Project Manager is responsible for the fiscal responsibility of all project facets; including project billing, job cost reporting, and overall customer satisfaction.

## Responsibilities:

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- Review project specifications, drawings and project specific documents to establish project intent.
- Develop and maintain a project schedule and coordinate needs with the project team. Identify any immediate time sensitive installation needs.
- Assist, as needed, in the pursuit of project specific "Request for Information."
- Assist Operations Manager in the solicitation and contracting of required subcontractors.
- Provide an orientation and provision all necessary project documentation to project technicians. Documents include scope of work, all drawings, applicable specifications, application engineered drawings, project contacts, etc.
- Weekly tracking of resource and project progress and posting.
- Provide documentation of project events that impact the schedule, scope of work, and project efficiency
- Pursue project specific change order opportunities.
- Coordinate and pursue project specific billing. Coordinate with Accounting team and Operations Manager (as needed).
- Schedule project specific commissioning resources; and communicate commissioning documentation.



- Expedite the return of project specific mark-ups for As-built development.
- Complete all project specific close-out documentation.

## Requirements:

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- BSME or BSEE degree preferred.
- 2+ years of engineering, systems or other related experience.
- 5+ years Project Management experience.
- Knowledge and understanding of industry HVAC applications, ability to read and understand MEP drawings and specifications, electrical drawings, network and control wiring diagrams.
- Knowledge of industry standard communication protocols; Ethernet, Modbus, BACnet and Lon
- Proficiency in Microsoft Office and Microsoft Project.
- Strong verbal and written communication; organizational and forecasting skills.

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