



Northern Energy Services and Training Inc.

*Where knowledge and experience meet to create comfortable,
healthy and affordable homes*

7732 County Rte 40 ♦ Bolivar NY 14715 ♦ (585) 928-1709

We are looking for an enthusiastic, passionate, and organized assistant construction operations manager to assist in the oversight of SWNY's largest energy efficient retrofit company.

Northern Energy Services and Training (NEST) provides implementation of government grants, rebates, and incentives for New York homeowners and tenants to provide insulation, HVAC, and other energy efficiency measures to economically challenged households. We complete hundreds of projects yearly and are looking to expand our services.

The assistant manager of operations will report directly to the board. They will be responsible for ensuring the successful completion of energy retrofit projects across WNY. This candidate will be responsible for ensuring all objectives and standards are met. They will ensure that all equipment and materials are available on site as needed. The assistant manager will ensure the successful completion of projects, on time and within budget.

Top candidates will be skillful delegators, adaptive at identifying and correcting any issues. They will be skilled communicators, negotiators with adaptability and the ability to work under pressure. They will be organized and can lead a crew of 20 individuals.

Responsibilities:

- Collaborate well with stakeholders, clients, crews, and subcontractors
- Convey project need with CEO & CFO
- Manage and monitor site foreman, office staff and crew members
- Ensure costs and expenses relating to; wages, contractors, materials, and equipment budgets aren't exceeded
- Review work scopes, Q&As, crew assignments, material orders, and work progress to be familiar with all aspects of the projects
- Planning, scheduling, organizing, and controlling retrofit construction jobs while managing and mitigating risks
- Develop project plans, budgets, and schedules
- Meet project timelines and quality standards
- Oversee and direct construction projects from conception to completion
- Data entry at all stages of project proposals, implementation, Q&A, and final project submission
- Ensure the development and training of all NEST employees to create a adequate, knowledgeable, and well versed workforce
- Select tools, materials, and equipment and track inventory
- Prepare internal and external reports pertaining to job status
- Measure and maintain client satisfaction and expectations

Education:

- Building Performance Institute certifications/experience preferred
- Bachelors in construction management or any other related field
- 5 years construction management experience
- Proficient in MS products, P.C operations, basic computer, and energy modeling software

Job Requirements:

- Ability to effectively communicate with all levels of staff
- Outstanding conflict resolution, organization, negotiation, and problem-solving skills
- Strong leadership and human resource management skills
- Advanced knowledge of construction management processes, means and methods
- Expert knowledge of building products, construction detail, relevant rules and regulations and quality standards
- Excellent time management skills
- Proactive mindset with ability to be reactive as needed
- Ability to multitask, strategize, and react appropriately
- Focused on the continual growth and improvement of business and personnel
- Excellent critical thinking and decision-making skills

Benefits:

- ✓ **401k Matching**
- ✓ **Various paid holidays**
- ✓ **Vacation time**
- ✓ **Sick leave**
- ✓ **Profit sharing**

***Salary expectations will be determined by experience and education and is negotiable.**

Well qualified applicants are encouraged to send a cover letter and current resume to

Brandy@saveheat.org

It is the policy of Northern Energy Services and Training to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.