



## **ASSISTANT PROJECT MANAGER**

### **About Us:**

Legacy Mechanical, Inc. is a commercial mechanical and plumbing contractor located in Denver, CO. Our principals worked together for years on Colorado's highest profile projects before founding Legacy Mechanical, Inc. in 2004. Leveraging that expertise in superior system design, implementation, and maintenance now gives our clients a decided edge in value-driven construction services and structural performance. The company's core values are Quality, Commitment, and Integrity, which we apply to every project we operate.

### **Job Description:**

We are seeking Assistant Project Managers to work with our construction operations team on existing and upcoming projects. The position would entail assisting Project Managers and Foreman in tasks including but not limited to organizing project documents (drawings, specifications, submittals, RFIs, etc.), tracking labor production, reviewing CAD models and prefabricated assemblies, scheduling, QA/QC, billing, change orders, and budgeting. The intent is to provide a mentorship between the Project Managers and Assistant Project Managers so they can gather the experience and information to ultimately run projects on their own.

### **Skills:**

We are looking for a self-motivated, ambitious person who seeks knowledge and wants to help solve problems. Proficient in Microsoft office software. Basic understanding of web-based platforms for document organization (our company uses Procore). Basic knowledge of CAD and experience reading engineered drawings/details. Ability to navigate .pdf handling software (our company uses Bluebeam). Mechanical Engineering or a similar type of major with at least one year of engineering coursework is preferred.

### **Start Date/Location:**

As soon as possible, we have a lot of upcoming work scheduled. Our office is located at 6400 Broadway, Unit #1, Denver, CO. Time will also be spent on the project jobsites.

### **Position Type:**

Full time; 40 hours per week.

### **Compensation:**

Starting yearly salary is 60k-70k.

### **Contact:**

Email resumes to Casey Corbin, Construction Operations Manager, at [ccorbin@legacy-mechanical.com](mailto:ccorbin@legacy-mechanical.com)