

## **HVAC PROJECT MANAGER**

### **Overview**

Cinnamon Energy Systems (CES) is a Los Gatos-based solar, battery and electrification contractor with a heritage of over 15,000 customers since 2001. We pride ourselves on using the latest and best money-saving equipment to provide a premium experience to our business and residential customers in the San Francisco Bay Area.

As electricity rates continue to increase – while at the same time we transition to EVs and electrify our buildings with heat pumps – it becomes even more important to plan for electrification and make the right equipment choices. Over the past few years CES has grown to become the leading solar, battery and electrical upgrade installer in Silicon Valley. With new IRA incentives, CES is also providing heat pump HVAC, heat pump water heater and EV charger installations as part of our complete electrification services.

The HVAC Project Manager provides project management and servicing for HVAC projects. This includes project scheduling, permit submissions, labor management, material procurement, quality control, jobsite safety and customer communication/satisfaction and service deployment.

### **Requirements:**

The person in this position must have a strong understanding of HVAC, project management preferably with 5+ years of HVAC experience.

### **Responsibilities:**

- Coordinate projects from start to finish to ensure the project is constructed in accordance with design, budget and schedule.
- Demonstrate ability to read and understand contracts, construction documents, plans and specifications.
- Prepare and manage construction project schedules, workers, and resource needs.
- Prepare and track submittals, RFI's, change orders.
- Review documents and identify critical schedule and sequences, non-standard work conditions, cost impacts, material and equipment data, safety and compliance requirements, risk management and special requirements.
- Contact suppliers, vendors, AHJs & customers to coordinate jobs.
- Update and maintain projects in our workflow system to ensure proper coordination internally.

**Knowledge, Skills & Proficiencies:**

- Must have excellent communication skills; analytical, technical, writing, and interpersonal skills, which demonstrate an ability to organize, schedule, direct, control and manage construction projects and personnel.
- Ability to read general HVAC plans
- Leadership skills
- Learning Adaptability
- Must have excellent time and self-management skills
- Problem solving skills
- Excellent work ethic • Goal oriented • Industry knowledge

**To Apply:**

Send e-mail with qualifications and resume to **[recruiting@cinnamon.energy](mailto:recruiting@cinnamon.energy)**

Company is an Equal Opportunity Employer, and hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.