



**Legacy Mechanical, Inc. is seeking an experienced Assistant Project Manager to join the team!**

## **WHAT WE DO**

Legacy Mechanical, Inc. is a leading mechanical contractor based in Denver, CO, delivering innovative solutions since 2004. We specialize in plumbing, sheet metal, hydronics, 24-hour service, and fabrication for construction projects ranging from small retrofits to large downtown high-rises. Recognized as a *2025 Best Places to Work* and *Top 10 Colorado Mechanical Contractor* by the Denver Business Journal, we take pride in our commitment to excellence. We currently employ 100 people but have seasonally spiked to 195 with an annual revenue of \$30 million. Learn more at [www.legacy-mechanical.com](http://www.legacy-mechanical.com).

## **THE OPPORTUNITY**

The Assistant Project Manager is responsible for supporting the planning, coordination, and execution of the construction process, ensuring projects are delivered on time, within budget, and to the highest quality standards. This is an entry-level role designed for candidates looking to build a career in construction project management. As an Assistant Project Manager, you will gain hands-on experience in managing construction projects and learning about industry processes. You will develop the skills to take ownership of your own projects while supporting the broader team.

## **WHAT YOU WILL BE DOING**

Responsibilities for this position include, and are not limited to the following:

- Support Project Management team in oversight of construction projects from inception to completion, ensuring alignment with company objectives and client expectations.
- Represent the company in both office and field settings by supporting and gaining experience in:
  - Field coordination
  - Project controls tracking
  - Quality control and assurance
  - Scheduling, budgeting, and planning
  - Subcontractor management
  - Safety policy enforcement
  - Contractual compliance
  - Change management processes
- Develop and maintain strong client relationships to enhance business opportunities.
- Monitor progress and ensure timely completion of milestones while maintaining quality and cost control.
- Continuously refine Legacy Mechanical project management processes to align with industry best practices.
- Assist with estimating by preparing proposals, budgets, and take-offs using AutoBid Mechanical and Sheet Metal software.
- Stay up to date with modern construction technologies and industry advancements.

- Actively participate in local and national industry organizations to stay informed on emerging trends and best practices.

## **WHAT YOU WILL BRING TO OUR ORGANIZATION**

- 1-2 years' experience in construction, project coordination, or a related role.
- Bachelor's degree in Construction Management, Mechanical Engineering, or a related field preferred.
- Knowledge of construction processes, building codes, and safety regulations.
- Demonstrated problem-solving and risk mitigation capabilities.
- Ability to manage multiple projects simultaneously while ensuring deadlines and budgets are met.
- Strong organizational and planning skills to proactively address challenges before they arise.
- Effective communication skills, both technical and non-technical, to engage with stakeholders at all levels.
- Ability to provide timely responses to corporate requests and key performance indicators (KPIs).

## **WHAT OUR ORGANIZATION IS PROVIDING**

- Expected annual salary range of \$75,000-\$80,000 based on experience.
- 401(k) retirement plan with up to 4% match
- 100% employer-paid health and dental coverage for employees and families
- Optional benefits: life insurance, disability coverage, Section 125 options
- Employee bonus program
- Paid time off: 10 vacation days (15 after four years), 10 sick days, 9 holidays annually
- Fun, hardworking atmosphere with casual dress and team-oriented culture
- Commitment to quality, integrity, and open communication

Legacy Mechanical, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, disability, genetics, Veteran status, or other legally protected characteristics. In addition to federal law requirements, Legacy Mechanical, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Legacy Mechanical, Inc. will not discriminate or retaliate against applicants for failing to disclose wage rate history in accordance with applicable law.

Legacy Mechanical, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, marital status, disability or veteran status. Improper interference with the ability of Legacy Mechanical, Inc. employees to perform their job duties may result in discipline up to and including discharge.

**To apply, send your resume to [santrillo@legacy-mechanical.com](mailto:santrillo@legacy-mechanical.com)**