



Intelligent Living

SOLUTIONS

Job Description

POSITION TITLE: Installation Project Manager

EEO CATEGORY:

REPORTS TO: Director of Operations

FLSA STATUS: Non-Exempt

DEPARTMENT: Installation

POSITION OVERVIEW

Intelligent Living Solutions is a cutting edge automation technology company, bringing the newest in “smart” automation technology to commercial and residential markets. Installation Project Managers are responsible for the day-to-day management of client projects and ensure that projects are delivered on time, within budget and according to the agreed upon scope of work.

Daily activities may include managing projects, scheduling, communicating with commercial and residential clients, overseeing technicians as well as servicing, programming, and installing automation technology components including access controls, security, speakers, TV’s, home theaters, and cameras.

This is a full-time position with occasional overtime. Most work is performed Monday through Friday with the potential for some evening and weekend work. Occasional overnight travel is possible.

We are seeking an individual with at least 5 years of industry experience in the following areas:

- Project management in a related industry
- Installation and programming of audio/visual equipment, Control4 and Networking
- Installation and programming of security, camera, or smart home systems

POSITION REQUIREMENTS

- Proven project management experience.
- Excellent problem solving/decision making skills.
- Outstanding written and oral communication skills.
- Excellent organizational and planning skills with the ability to utilize technology and tools to enhance the effectiveness of deliverables and service.
- Excellent interpersonal skills. Ability to lead through leadership and collaboration.
- Strong facilitation and coordination skills.
- Ability to function effectively in a fast-paced environment and manage multiple projects simultaneously.
- Ensure safety at all times.
- Oversee and projects from start to finish.
- Communicate daily with construction staff.
- Assess project progress, schedule, changes, and deliveries.
- Develop strong relationships with Superintendents, Subcontractors, and other Project Managers.



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- Maintain appropriate documentation through project such as progress reports and change orders.
- Ability to multitask, delegate project tasks.
- Proficient knowledge of MS Office.
- Able to lift and/or move up to 75 pounds; able to climb ladders up to 20 feet tall
- Able to work in small spaces and on uneven surfaces
- Frequently required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl
- Ability to use general hand and power tools; ability to decipher colors
- Valid insurable driver's license
- Pass an alcohol/drug screening; pass a criminal background check
- Transportation and the ability to report directly to job sites and/or the office
- Ability to work both independently and as part of a team is required
- Applicants must be honest, trustworthy, and professional in appearance

OUR VALUES

Intelligent Living Solutions is built on five core values that drive our business. These values are what enables our team and our company to thrive and be successful.

- Innovation
- Excellence
- Ownership
- Synergy
- Growth

BENEFITS

- Leadership training/business coaching opportunities
- Opportunities for growth and advancement
- Wellness stipend
- Paid leave
- SIMPLE IRA
- Profit sharing
- Phone stipend
- Costco Membership
- Financial Advisor service through Raymond James
- Purchase of product at cost
- Pet friendly office space
- Employee appreciation events

Interested? Apply via our website: [Join the Team!](#)