



C-K CONTROL TEMP INC
PROFESSIONAL MECHANICAL SERVICES

“The Energy Minded Professionals”

HVAC LIC: 19HC00184300

Plumbing LIC: 36B101064500

Director, Operations

C-K Control Temp, Inc. is seeking an experienced Operations Director to oversee our Service, Chiller, and Building Automation Services (BMS) reporting directly into the Vice President.

Responsibilities:

- Collaborate with the project teams as well as Sales/Business Development to create a mutual understanding of the project strategy-based requirements of jobs.
- Managing the day-to-day operations, ensuring efficient workflow, and implementing strategies to improve productivity and customer satisfaction.
- Drive the company’s strategic direction and ensure consistency in company processes and procedures amongst the different Service Departments.
- Creating schedules, managing team, communicating with clients, and working with Service Leads/Managers to overcome challenges.
- Effectively manage all projects / jobs with Service, Chiller and BMS Team Leads/Managers.
- Conduct in-depth reviews and analysis of all project or contract documents.
- Partner with Safety manager to evaluate safety standards on sites and enforce regulations to ensure worker safety.
- Oversee projects as they are being carried out to ensure work is done according to outlined specifications, and timelines.
- Assist in the maintenance, development, and enhancement of the company’s relationship with clients and subcontractors.
- Train and mentor employees in areas of project, service and client management.
- Manage employee relations in partnership with HR and Leadership as applicable.
- Hold team accountable for individual and team performance expectations.
- Uphold and personally provide when needed a world-class customer service experience.
- Other duties as assigned.

Corporate Office
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24 Hour Emergency Services

NEW JERSEY • NEW YORK • PENNSYLVANIA
www.ckcontroltemp.com



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Qualifications:

- Ability to work and carry out projects within a stipulated time frame or deadline.
- Bachelor's degree in construction, civil, mechanical, or electrical engineering and/or equivalent experience.
- Master's degree in any management or engineering field a plus.
- 8+ years on-the-job experience in a similar role or in any other construction capacity.
- Ability to work in a fast-paced, high-performance environment.
- Effective oral and written communication skills.
- Data driven mindset. Strong analytical and organizational abilities.
- Strong leadership and mentorship skills.
- Ability to be proactive, foresee events and react appropriately towards them.
- The ability to multitask and strategize in different situations is required.