

J.E.M., LLC Mechanical Contractor

FRANK CARL ADAIR
CARL@JEMMECHANICAL.COM

EDUCATION:

Northern Virginia Community College, Mechanical Apprenticeship
Mitsubishi City Multi Certification
CFC Certification (Universal)
IGSHPA Geothermal Installation and Design
Refrigerant 401A
OSHA 30 Hour Course
NITC- Medical Gas Installer/Brazer Certification

WORK EXPERIENCE:

November 2007 to present J.E.M., LLC, Service Manager
June 2007 to November 2007 Calvert Jones co. Alexandria VA Project Manager
May 2006 to June 2007 MCC Mechanical, Quality Control
September 1996 to May 2006 Calvert Jones co. Alexandria VA Project Manager

LICENSES:

1. Mechanical Work
State of Mississippi
Certificate of Responsibility #10514
2. Master Plumber
State Of Mississippi
Certificate of Responsibility #10514

RESPONSIBILITIES:

- Organizing and planning work for projects
- Preparing job schedules and manpower loading charts
- Monitor the profit and loss of projects and company financials
- Responsible for making quantity takeoffs and submittals
- Issuing subcontracts and material equipment purchase orders
- Preparing pay requests
- Evaluating design changes
- Preparing change orders
- Preparing Request for Information
- Supervision of Field Superintendents
- System and installation review
- Performed field inspections and tests of completed work

The majority of this work experience has been with large commercial mechanical projects.