

**FRANK CARL ADAIR**  
Director of Preconstruction/Estimating  
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:**

2019 to present- J.E.M., LLC, Director of Preconstruction/Estimating (LLC Member)  
  
November 2007 to 2018- 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:**

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|----|--|--------|
| 1. | Mechanical Work<br>State of Mississippi<br>Certificate of Responsibility       | #10514 |
| 2. | Building Construction<br>State of Mississippi<br>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.