

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 State of Mississippi Certificate of Responsibility | #10514 |
| 2. | Building Construction 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.