



Management Team Job Description and Responsibilities

Prentice L. Freeman Jr.-President Chief Executive Officer

As company President, Prentice L. Freeman is the heart and soul of the P.L. Freeman Company. His creativity, innovation and vision serve as the driving force behind the company's success. All P.L. Freeman Company employees are required to commit to the qualities and core principles of the company, as they carry out their assignments on a daily basis.

Quality, safety, integrity and customer focus are high in importance to the P.L. Freeman Company. All managers, estimators and superintendents report directly to him.

As President, his role and tasks are defined in the following manner:

Business Development

- Pursues new business opportunities
- Researches the procurement sections of the various city, state and municipal websites
- Communicates with industry leaders, A/E firms, general-contractors and developers
- Attends membership meetings and networking events for various trade associations and chambers of commerce
- Facilitates weekly meetings with the project managers and estimators to set and approve the Bid-Calendar and the Project-Tracker

Customer Retention

- Weekly evaluation of project progress and scheduling one-on-one with clients to ensure a high level of satisfaction and to answer any client questions
- Reviews customer satisfaction surveys with the project managers and other key personnel

Company Operations

- Approves and reviews all division and department budgets. Authorizes all material, equipment, vehicle and supply purchases over \$300
- Reviews and approves all accounts payable invoices and payments
- Authorized signer on accounts payable and payroll checks
- Chairs all company meetings and conducts performance evaluations
- Interviews, hires and terminates all office personnel
- Reviews and approves all estimates and designs from the design and estimating department

Ex. A



Prentice L Freeman Jr- Personal Resume

P.L. FREEMAN CO., INC. -JANUARY 1, 2004 TO PRESENT

- President of P.L. Freeman Co.
- Founder and President of P.L. Freeman Co. a Full-Service Mechanical Contracting Company Specializing in HVAC, Plumbing, Electrical and Controls. In charge of the day to day company Operations.
- Journeyman HVAC Steamfitter through Local 601 Milwaukee and the UA. Major Experience lies on the Service Side of HVAC Equipment. General Pipefitting Skills. We employ welders at my firm.
- Experienced Mechanical Estimator in HVAC and Plumbing Division. I use Fast-Pipe Estimating Software to do on-screen take-offs. I also prepare the bids and order the materials and prepare project Budgets. I have some limited experience using AutoCAD MEP and Revit. I am currently taking online MEP design courses in AutoCAD and BIM Programs.
- Arrive in office around 6am daily. Review of all company timecards and discuss tasks to be performed with all employees. Approve all accounts payables, and construction estimates in all divisions. Supervision and manage all departments, estimating, office, accounting, and field personnel.
- **Fire Protection Experience** Years ago. I Passed NICET Level 3 Exam Requirements for Automatic Sprinkler Layout and Design. I am not Certified as a Level 3 Designer. I have passed the exam requirements. I have experience in performing Hydraulic Calculations by Hand for the Layout and Design of Fire Protection Systems. I hope to one day open a Fire Protection Division of our Company
- **Milwaukee Trade and Technical High School-** 1986-1990-Courses Math, Science, English, and Graduated with a 4 Year Plumbing Shop Certificate. I gained knowledge and experience in Plumbing, Design and Drafting, Code Research, and Installation.
- **PL Freeman Roofing:** 1986-1993 Worked for over 7 Years in My Fathers Roofing Company, during this time I gained Journeyman Level Knowledge and experience in Hot Tar 3 Ply Systems and EPDM Systems. Ran small Roofing Crews for our Family business.
- **HVAC Local 601 Training School-** Steamfitter Apprenticeship Night School Classes. Steam Heating, Hydronic Heating, pneumatic controls, gas and oil burner service, and compressor rebuilding.
- **Milwaukee Area Technical College-** Apprenticeship Day School Classes in Commercial Air-Conditioning and Refrigeration. Gained experience in pressure enthalpy charts. Also took Electrical, DC and energy management courses. Completed courses with a B average

Skills

- Prentice has over 17 years of HVAC, Plumbing and Electrical Experience. I am trained in Fast Est Pipe Mechanical and Plumbing Estimating Software. He has experience in the use of Foundations Accounting, Estimating and Project Management Software.
- Passed Level 3 Exam Requirement for NICET for the Layout and Design of Fire Protection. Has some experience with AutoCAD and Revit