

POSITION: Senior Project Manager

REPORTS TO: Vice President of Construction, President

GENERAL JOB DESCRIPTION:

The Senior Project Manager is responsible for estimating and bidding potential projects and once procured, managing all aspects of their project.

PHYSICAL REQUIREMENTS:

- 50 hour work week, 10 hours per day
- 6-8 hours per day sitting at desk
- 4-6 hours per day using a computer
- Weekly travel to jobsites
- Occasional travel for continuing education

QUALIFICATIONS:

- Current drivers license
- Construction management degree and 5+ years experience in the construction industry or 10+ years experience in the construction industry
- 5+ years in a supervisory position

REQUIRED SKILLS:

- High proficiency in Microsoft Office and project management and scheduling software, including online tools
- Working knowledge of Procore/Sage or similar construction accounting management software
- Ability to clearly and comfortably communicate with all internal and external contacts of the company, in both written and verbal communications
- Ability to perform general management through delegation, problem solving and conflict resolution
- Ability to read engineering and architectural drawings and specifications in order to interpret a variety of instructions in legal, mathematical or diagrammatic form
- Ability to perform financial and mathematical analysis
- Ability to read and understand contracts
- Ability to manage a team, resolve disputes and foresee potential cost or schedule issues
- Experience estimating new projects and change orders, along with proposing them and performing a post bid interview if required
- Outstanding and professional oral and written communication and interpersonal skills

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Oversees pre-bid process, coordinates bids and bid day with all involved staff
- Complete oversight for successful execution of assigned projects to meet corporate goals for safety, quality, budget and schedule, in accordance with our core values
- Manages projects while leading team activities to ensure project progresses on schedule and within prescribed budget, with quality
- Coordinate activities of Sub-contractors.
- Coordinate self-performed tasks.
- Verify all work and materials used are correct.
- Monitors schedules, and meets timelines given by Vice President of Construction or President.
- Recognizes potential issues and facilitates contingencies.
- Accountable for successful completion of multiple project(s).
- Responsible for monitoring overall job/labor cost within the specified budget of project.
- Is available to answer questions from Superintendents.
- Coordinate meetings with Superintendents.
- Leads multi-disciplined team of professionals to achieve project objectives
- Identifies and secures necessary resources, support and information from corporate and outside sources
- Manages and coordinates safety and quality effort for the project, utilizing safety and quality control resources appropriately
- Develops and maintains client relationships with the goal of repeat profitable business
- Reviews project proposals or plans to determine timeframe , financial objectives, and procedures for accomplishing work, staffing requirements, and allotment of available resources during various phases of the project
- Establishes work plan, budget and staffing for each phase of project and arrange for recruitment and assignment of project personnel
- Prepares project status reports, including updated cost projections and schedules for project review and input to marketing, estimating, sales, management and customer relations
- Identifies changes in scope or differing conditions and secure appropriate change orders for project cost and time
- Implements company policies and procedures to identify and mitigate risk from owner financial status, subcontractor and vendor performance (including subcontractor bonding and insurance requirements)
- Represents the company's core values to internal and external partners

JOB SUMMARY:

Directs activities of workers concerned with implementing construction projects by performing the following duties personally or through subordinate supervisors.

Manage all phases of construction project, project team personnel and staffing requirements for each phase.

- Develop, maintain and perform weekly update of construction project schedules.
- Resolve schedule conflicts between subcontractors, suppliers and service vendors to avoid delay or disruption of the project.
- Perform customer relations activities and promote teamwork with owner, architect, engineers, city officials, subcontractors and PWC personnel.
- Obtain all building permits and ensure fees are paid.
- Conduct or oversee project meetings:
 - Pre-construction meetings with appropriate individuals (project team, subcontractors, architects, engineers, city officials)
 - Weekly jobsite meetings (performs walk through for percent complete, quality of work, cleanliness and safety issues).
 - Report project progress to President weekly.
- Coordinate with superintendent to evaluate and hire subcontractors as needed to fulfill the requirements of the project.
- Assist superintendent with subcontractor construction and safety issues on jobsites.
- Maintain and keep current all construction documents (change orders, purchase orders, RFI's submittals, etc.).
- Approve and track all submittals.
- Prepare monthly report on status of project completion.
- Oversee project close out:
 - Perform project walk through with owner, architect and superintendent
 - Generate punch list and distribute to appropriate subcontractors and individuals.
 - Close out all construction documents (change orders, purchase orders, RFI's submittals, etc.)
 - Review and deliver Operation and Maintenance manuals to architect.
- Perform duties and responsibilities of managing field personnel (including but not limited to hiring, disciplining, terminating and managing).
- Perform other assignments as directed.

Supervisory Responsibilities

Manages one to five subordinate superintendents, who supervise two to ten hourly field employees. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands, handle, feel and talk or hear. The

employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is exposed to wet and /or humid conditions; mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in work environment is usually low to moderate in the office and moderate to high in the field.