

POSITION: Project Manager/Estimator

REPORTS TO: Senior Project Manager, Vice President of Construction, President

GENERAL JOB DESCRIPTION:

The Project Manager/Estimator 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
- 30 hour OSHA Training Course
- Construction management degree and 5+ years experience in the construction industry or 10+ years experience in the construction industry with 5+ years in a supervisory position along with quantity takeoff experience.

REQUIRED SKILLS:

- Basic computer knowledge/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
- Understanding of general contracting.
- Demonstrate leadership ability.
- 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

SUPERVISORY RESPONSIBILITIES:

Manages one to five superintendents, who supervise one to ten hourly field employees. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with PWC Best Practices Policy, PWC Employee Manual, and applicable laws.

JOB SUMMARY: (Project Management)

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

- Manages all phases of construction project, project team personnel and staffing requirements for each phase.
- Works directly with Owner to ensure overall vision and expectations are being met.
- Plans, assigns, and directs projects, appraises, and performances; assists HR Director and President in rewarding and disciplining employees; addresses complaints and resolves problems.
- Develops, maintains and performs bi-weekly update of construction project schedules with the input from Project Superintendent
- Resolves major schedule conflicts between subcontractors, suppliers and service vendors to avoid delay or disruption of the project as directed by Superintendent.
- Performs customer relations activities and promotes teamwork with owner, architect, engineers, city officials, subcontractors and PWC personnel.
- Obtains all building permits and ensures fees are paid.
- Conducts or oversees project meetings:
 - Pre-construction meetings with appropriate individuals (project team, subcontractors, architects, engineers, city officials)
 - Weekly jobsite meetings (performs walk through for in-progress punch list, percent complete, quality of work, cleanliness and safety issues).
 - Reports project progress to President weekly.
- Evaluates subcontractors as needed, to ensure the fulfillment of the project requirements.
- Hires Subcontractors, as needed.
- Assists superintendent with subcontractor construction, scheduling, quality, and safety issues on jobsites.
- Maintains and keeps all construction documents current (change orders, subcontractor documents, purchase orders, RFI's submittals, etc.).
- Reviews, tracks, and distributes all submittals in a timely manner.
- Reviews Job Cost report on status of project completion and cost with Vice President of Construction.
- Keeps President apprised of any issues related to cost overrun, structural issues, and owner issues
- Oversees project close out:
 - Performs project walk through with owner, architect and superintendent
 - Publishes punch list and distributes to appropriate subcontractors and individuals.

- Closes out all construction documents (change orders, purchase orders, RFI's submittals, etc.)
- Reviews and delivers Operation and Maintenance manuals to architect with a CD copy of O & M's and As Built Drawings.
- Oversees Project Superintendent and subcontractors in producing Redline Plans to be delivered to Architect and Owner. Monitors payment by owner and ensures that all Pay Applications are paid, alerts President if an owner is behind in payment.
- Responds to, and coordinates any warranty issue in an expedited manner.
- Prepares monthly Project Billings and submits to Vice President of Construction for final billing, monitors payment by owner and ensures that all pay applications are paid. Alerts Vice President of Construction if an Owner is behind in payment.
- Performs other assignments as directed by Vice President of Construction.
- Reports labor use to estimating department.
- Reports Unit Pricing of Mechanical, Electrical, Concrete, Finishes, Site work.

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 to handle, or 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.

WORKING 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 occasionally 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.

KEY MEASURES OF PERFORMANCE:

- Owner satisfaction
- Meeting of project deadlines (2 week and overall)
- Meeting project budget goals
- Production of detailed and accurate cost estimates
- Meet Project Safety Goals as set for PWC employees and subcontractors.
- Team morale on project
- Accurate and complete records

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 Subcontractors.
- 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 efforts 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 arranges 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 secures 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 DUTIES AND TASKS:

Duties and Task (But not limited to)	Daily	Weekly	Monthly	As Needed
Estimating				X
Visit Project Sites		X		X
Manpower and weekly update meetings		X		
Coding Project Invoices		X		
Billing			X	
Monthly Project Progress Reports			X	
OAC Meetings			X	X
Site Progress and Scheduling meetings		X		
Strategic Planning				Annual
Database Management				X
Business Development				X

OTHER:

Judgment and Decision Making:

Sound judgment and decision making is expected in this position. In general, the Project Manager should think and act like an owner, guided by the company’s culture as embodied in its mission. The Project Manager is expected to always consult with other members of the management team and with ownership where their areas of influence, knowledge or authority are affected.



Relationship with Others:

The success of PWC, in the past and future is based on quality relationships with its clients, design professionals, subcontractors, material suppliers, and employees. It is the duty of the Project Manager to nurture and continually strive to improve those relationships.

Attendance and Reliability:

Project Managers will spend the required amount of time to ensure the success of their projects. Project Managers must realize that extra hours, and weekends might be required to meet client's needs and expectations.

Since bidding and estimate time frames can be fixed, the Project Manager is expected to meet any timelines set.

Dress Code:

Dress in a professional manner when meeting with clients and design professionals.

Communication:

The success of this position relies on continued, close communication with the project team and PWC Management. It is the responsibility of the Project Manager to ensure good communication flow at all levels.