

PROJECT MANAGER

Summary

- Responsible for daily administration of contract requirements from job start up through closeout
- Manage multiple projects concurrently, partner with field operations and direct/mentor assistant project managers
- Problem-solving ability in the field
- Foster positive relationships with clients, architects/engineers, and subcontractors
- Proficient in traditional construction-based software such as Primavera, Sage, Procore, Bluebeam, etc.
- Participate in project pursuits and support project estimators with purchasing when needed
- Operate with minimal support from Senior Management
- The position will be in the regional office and/or in the field
- Reports to Operations Manager and/or President

Minimum Qualifications

- Associates degree or bachelor's degree in construction related discipline preferred
- Minimum 10 years of commercial construction experience
- Demonstrate commercial project experience up to \$20M
- Effective communication skills
- Proficient with construction plans and specifications
- Proficient reading, writing and communication skills
- Proficient with construction scheduling and planning
- Proficient computer skills including Microsoft Office and construction-based software

Supplemental Qualifications

- Proficient with Excel, formulas, and spreadsheet building
- Proficient with Primavera P6 schedule software and cost loaded schedules
- OSHA 10-Hour or 30-Hour Certification
- ASHE Certified Healthcare Constructor Certification
- LEED Accreditation
- PMP Certification

Basic Responsibilities & Duties

- Manages client contract requirements
- Communicates project status to Senior Management
- Develops mobilization and logistics plan with the project team
- Responsible for all project document management and archiving

- Responsible for creating, managing, and maintaining logic-based schedule in Primavera P6
- Responsible for subcontractor and vendor contract administration
- Responsible for change management with the client and subcontractors/vendors
- Responsible for review and approval of subcontractor/vendor pay applications
- Responsible for client pay applications process and timely collection of account receivables
- Responsible for internal cost control reporting and job cost forecasting
- Leads all required owners, architects, and contractors (OAC) meetings
- Responsible for review and approval of shop drawings and submittals
- Responsible for evaluating and managing time and cost impacts related to ASI's, RFI's and Addendums
- Implements and manage quality control program in the field
- Assists with supervision of safety and environmental policies and reporting in the field
- Responsible for project closeout process
- Assist with client warranty calls
- May assist estimating team in project pursuits and bid day activities
- Direct and mentor assistant project managers