

POSITION: Project Manager

Location: Columbus, OH

Reports to: Director of Operations

ABOUT US

MAC Construction is a multi-generational family business with over 50 years of excellence in commercial construction. Now led by the 3rd generation of McEnery family members, brothers Steve and Matt, we continue the legacy of our founders by building enduring projects and partnerships with clients.

Our diverse portfolio includes multi-unit retail, restaurants, offices, and industrial facilities across the region. With each project, MAC aims for exceptional results and a positive legacy impact for clients, engaged team members, and the neighboring community.

Our values, learned from our family's leadership, are embodied in the acronym C.R.E.S.T.: Customer Focus, Respect for People, Excellence in Execution, Safety, and Team Collaboration.

OUR VALUES

- **Customer Focus:** We consistently deliver exceptional service by educating, collaborating, and engaging with our clients. Our goal is to make a positive impact beyond the construction site, building lasting relationships based on trust, integrity, and timeliness.
- **Respect for People:** We treat everyone with kindness, compassion, and respect. We honor our heritage and operate with honesty and transparency, dedicated to investing in our team's growth and development.
- **Excellence in Execution:** We strive for excellence in every project we undertake by committing ourselves to completing every project on time. We pay attention to detail, uphold high standards, and continuously seek improvement to ensure the highest quality outcomes.
- **Safety:** We maintain safety in every aspect of our work, from conference rooms to construction sites. We take responsibility for our actions, overcome challenges with determination, and always prioritize safety.

- **Team Collaboration:** We value teamwork and believe that collaboration leads to better results. We foster an inclusive environment where every team member's contribution is respected and valued, working together to achieve our common goals.
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ESSENTIAL FUNCTIONS

Project Management

- Manage the successful completion of assigned projects in collaboration with the project team.
- Ensure projects are completed on time, on budget, and with satisfied clients.

Financial Oversight

- Lead project finances, including change orders, billings, and subcontractor payments.
- Participate actively in project buy-outs and formalizing subcontracts.

Risk Management

- Identify and mitigate project risks.
- Ensure all project-specific emergency action plans are created and adhered to.

Client Relations

- Maintain strong client relationships and represent MAC Construction professionally.
- Address client concerns promptly to maintain trust and satisfaction.

Team Leadership and Development

- Mentor and develop field team members, including the Assistant Project Manager and Superintendent.
- Provide feedback via project scorecards and manage overall team performance.

Safety and Quality Standards

- Champion MAC Construction's safety culture and ensure adherence to safety and quality standards.
- Conduct regular safety audits and enforce quality control measures.

Procurement and Stakeholder Management

- Oversee procurement, assembling, cost, and time impacts for project stakeholders.

- Ensure effective communication and coordination among all project stakeholders.
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RESPONSIBILITIES

Project Planning and Scheduling

- Oversee the creation and management of the project-specific schedule with the Superintendent.
- Ensure schedules are realistic, achievable, and adhere to project timelines.

Documentation and Compliance

- Oversee all project documents, including submittals, RFIs, and shop drawings.
- Ensure all project documents are accurate, complete, and up-to-date.

Team Coordination and Support

- Support the Superintendent and Assistant Project Manager in team meetings, owner/architect meetings, and safety audits.
- Facilitate effective communication and coordination among the project team.

Project Execution

- Supervise project set-up, including site logistics and site-specific emergency action plans.
- Manage project closeout, including post-construction meetings and documentation.

Client Engagement

- Professionally represent MAC Construction to build trust and positive experiences for clients.
- Address and resolve client concerns promptly and effectively.

Availability

- Maintain availability and accessibility to address emergencies or critical issues as needed, ensuring timely and effective resolution.
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SKILLS & QUALIFICATIONS

Project Managers must possess the following competencies to succeed at MAC:

- **Leadership and Mentoring:** Ability to lead, motivate, and empower team members with a strong orientation towards coaching and mentoring.
 - **Problem-Solving:** Strong problem-solving skills and flexible thinking.
 - **Attention to Detail:** Strong attention to detail, organization, and preparedness.
 - **Technical Skills:** High fluency in reading construction plans, specifications, and related project documents. Proficiency in project management software such as Procore, Planswift, Bluebeam, Smartsheet, Microsoft Project, and MS Office Suite.
 - **Communication and Collaboration:** Strong verbal and written communication skills. Ability to foster a collaborative and supportive working environment.
 - **Time Management:** Excellent time management skills for prioritizing tasks and meeting deadlines.
 - **Accountability:** Demonstrated accountability and reliability in completing tasks accurately and on time.
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EDUCATION & EXPERIENCE

- A degree in construction management or a related field is required.
 - At least three years of experience as an Assistant Project Manager or in an equivalent role in the construction industry.
 - Must have an expert understanding of the construction industry, job site safety requirements, contract management, planning and scheduling, budgets, building products, and relevant technology.
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PHYSICAL REQUIREMENTS

Construction is physically demanding work; all Project Managers must:

- Complete all physical requirements of the job with or without reasonable accommodation to perform the essential functions of this job successfully.
- Endure potential exposure to weather such as heat and/or humidity and cold.
- Endure exposure to fumes, airborne particles, dust, asphalt, and moving mechanical parts. Conditions can also include the risk of electrical shock and vibration.
- Endure potential exposure to a loud work environment.
- Be able to walk, climb stairs, sit, stand, and reach with hands and arms.
- Be able to talk and hear at normal levels.

- Be able to see with close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.
 - Use hands and fingers to operate tools and other business machines.
 - Lift and/or move up to 50 lbs.
 - Adhere strictly to the MAC Drug-Free Workplace Policy.
 - Travel as needed.
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COMMITMENT

With this signature, acknowledge that you have thoughtfully read, considered, and agree to everything included in this Job Description. This includes attesting that you meet all included requirements and qualifications:

EMPLOYEE SIGNATURE

MAC EXEC SIGNATURE

EMPLOYEE NAME

MAC EXEC NAME

DATE

DATE
