

## **WORK DESCRIPTION:**

### **Project Manager**

Manage daily operations of a construction project, to including oversight of company resources and subcontractors, to successfully complete projects within contract budget, time requirements, plans and specifications. Participate in providing technical expertise on projects in the Pre-Construction phase. Review the plans and specifications for constructability and cost feasibility. Assist in completing and documenting the risk assessment on each project. Create all project cost codes, budgets, and cash flow reports for the project. Review shop drawings, RFI's and ASI's (all change orders) for coordination and implementation of project requirements. Assist the Superintendent in preparing and updating the detailed construction schedule. Lead or attend the weekly site progress meetings held with the owner, architect and key trade contractors. Manage, review and control all project costs and maintain accurate project cost projections. Confirm that total cost budgets, with contingencies, tie to the project contract amount and ensure project budgets are maintained. Prepare all monthly pay applications to Owner and ensure timely collection. Serve as a company representative and point of contact with the public, owners, subcontractors and suppliers.

### **MINIMUM QUALIFICATIONS:**

**Please apply if you meet these minimum requirements:**

- Bachelor's degree in Construction Management, Engineering or Architecture or experience.
- A minimum of 7-10 years managing projects with contract values greater than \$5 million, OR working as a Project Manager under a Senior Project Manager on \$10-\$50 million projects.
- Understand and foster a culture of safety and Achieve high quality construction standards.
- Significant experience with scheduling, spreadsheets, cost control and project management software (Prolog, Microsoft Project, P6, and other construction technology a plus).
- A solid understanding of value engineering, life cycle costing and project profit/cost processes.
- Thorough experience with AIA contracts under the CMAR and Design-Build delivery methods.
- Must be able to develop, maintain, update and track a project schedule with a thorough understanding of construction sequencing.
- Knowledge of building process and methods, basic duration, and relationship types.
- Basic understanding of all construction trades and subcontractors scopes of work
- Must have excellent written and verbal communication skills
- Valid driver's license.
- General knowledge in using the following software: MS Excel, MS Word, MS Outlook
- Cooperation is imperative as the Superintendent will work with a project manager, assistant Superintendent, scheduler and project admin.
- Able to physically navigate assigned project as required in order to review work in place by trades and job progress for look ahead schedules and payment applications
- Moderate physical activity performing lightly strenuous daily activities including stand, walk, reach, stoop, kneel, crouch, climb, talk, hear and occasionally lift and /or move up to 50 lbs.

– to be considered, you must include list of projects managed and list of references (preferably owners, owner's representatives and former supervisors).

Salary commensurate with experience.