



Job Description – Project Manager

FLSA Classification: Exempt

Job Summary: We are seeking a highly skilled and experienced Construction Project Manager to join our dynamic team. The successful candidate will be responsible for overseeing and managing all aspects of construction projects, from inception to completion. This role requires strong leadership, organizational, and communication skills to ensure projects are delivered on time, within budget, and meet quality standards.

Key Responsibilities

Provide leadership throughout a project to ensure timely and quality results.

Review shop drawings, RFI s, and ASI s (all change orders) for coordination and implementation of project requirements.

Work with the Superintendent to prepare and update the detailed construction schedule.

Lead the project estimate review, start-up, monthly interim, and close out meetings.

Initiate and review close-out procedures with the project superintendent, owner, and architect before trade contractor work starts; maintain a zero-punch list.

Prepare letters of intent with trade contractors. Manage the trade contract process and all clarification or change issues.

Ensure a timely submittal process, review, and execution of project changes by the owner and trade contractors.

Review shop drawings, RFI s, and ASI s (all change orders) for coordination and implementation of project requirements; keep project logs (i.e. shop drawings, RFI, ASI, OCO, etc.) updated and current for every progress meeting.

Manage and monitor material procurement for the project, including submittal approval, fabrication status, and delivery status.

Work with the Superintendent in adhering to the schedule for early project close-out and final acceptance by the owner.

Set firm and realistic deadlines so that the procedure and schedule for submittal of O&M manuals, close-out documents, and project warranties are in place before the work is 50% complete.

Ensure project quality.

Analyze and manage project progress, costs, budgets, and cash flows.

Create all project cost codes, budgets, and cash flow reports.

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; ensure project budgets are maintained.

Prepare all monthly pay applications to the owner and ensure timely collection; collect, in accordance with the contract, all invoiced project amounts due from the owner and manage the project's cash flow.

Review and approve all trade contractor/supplier payment applications; collect supplier and trade contractor lien waivers to ensure all payments are properly disbursed.

Prepare final written analysis on project profitability, profit enhancers, profit busters, and project problems for discussion in the close-out meeting and the permanent project records.

Qualifications:

Degree in construction management, architecture, engineering, or related field and 3+ years of experience running construction projects.

Proficiency with scheduling, spreadsheets, cost control, and project management software. Microsoft Project, P6, Procore, Bluebeam, and other construction programs a plus.

Solid understanding of value engineering, life cycle costing, and project profit/cost processes.

Thorough experience with multiple contract types under the CMR and Design-Build delivery methods.

Preferred:

Ability to work independently.

Excellent written, verbal, and interpersonal communications skills.

Excellent communication and listening skills.

The scope of duties described in this document represents the general nature and level of work performed by individuals assigned to this job. It is not meant to be an exhaustive or complete list of all duties and may be subject to change or exceptions at any time at the company's discretion.