



Position: Senior Project Manager, Construction

SUMMARY:

The Senior Project Manager is responsible for coordinating and managing the team of architects, engineers, and field personnel necessary to complete quality construction projects on time and on budget, and is dedicated to client satisfaction, to maximizing the profitability of every project. Specific duties encompass all phases of construction – from initial meetings with potential clients, through management of the design process and the construction phase, and beyond contract completion, to client follow-up.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop relationships with clients, consultants, and contractors.
- Provide scheduling, budgets, and technical knowledge in response to early meetings with clients.
- Provide budgets to assist with outlining types of construction.
- Review the construction contract and/or lease documents to understand obligations as they pertain to design, budget, schedule, and other construction related issues.
- Ensure that the design work of the Architect, Engineers and various design/build subcontractors is proceeding as scheduled and is in coordination with each other's design work.
- Challenge the design and architectural schemes by utilizing technical expertise and experience.
- Ensure that the design meets or exceeds the intent of the Construction contract documents and/or lease.
- Ensure that the design criteria proceeds in accordance with the construction budget as established through Preconstruction.
- Review costs and provide budgets.
- Coordinate the design process and governmental approvals.
- Conduct subcontractor and material supplier bidding.
- Negotiate and prepare contracts with chosen subcontractors for all aspects of the work.
- Develop cost comparison between actual and budget costs; prepare explanation of any differences.
- Meet with the Project Team and prepare a project execution plan.
- From the project execution plan, develop a construction schedule that will incorporate any owner special conditions or milestone dates that will allow a successful completion of the construction effort.
- Incorporate Subcontractor and supplier information into the master schedule. Finalize the master project schedule and issue for construction.
- Produce status reports outlining progress, critical issues, bid summary and schedule status. Distribute to leadership.
- Secure properly executed subcontracts, purchase orders, insurance certificates, bonds, and other documents, as necessary.
- Process and review shop drawings, samples, etc. and present to client or architect for final approval.
- Develop accurate and timely communication (verbal and written) between field site and office, inclusive of daily site conditions, productivity, schedule, and safety related activities.
- Meet with the Superintendent on a bi-weekly basis to ascertain project billing status.

- Provide Superintendent with copies of all project related information including, current drawings, submittals, product data, color schedules, door and hardware schedules, subcontract agreements, and project correspondence.
- Conduct a weekly project meeting with an agenda to include: Project safety, coordination of subcontractors, productivity, progress reporting, change order issues, or any other project related concerns.
- Conduct site safety inspections on a regular basis along with the Superintendent.
- Work with superintendent, subcontractors, architects, and engineers to find means of improving production.
- Verify completed work for monthly payment requisitions.
- Approve changes in the work and produce change orders.
- Identify critical activities and ensure they are monitored diligently and visit “off-site” facilities, as necessary, to guarantee timely installation and incorporation of materials into the project.
- Secure all as-built drawings and product warranties from subcontractors to be included in the owner’s manual.
- Monitor punch-list and remedial work.
- Make an onsite inspection 11 months from date of turnover for the purpose of the one-year warranty period inspection.
- Follow up with client/tenant after they have taken occupancy of the facility to guarantee satisfaction and completion of all punch list items.
- Maintain contact with client beyond project completion to enhance the prospect of future work.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Engineering (Structural or Civil), Architecture, Construction Management or related field.
- Minimum of (5) years construction-project management experience, preferably with majority of time spent on commercial projects.
- Minimum of (3) years business experience requiring knowledge of accounting, budgeting, and cost allocation procedures.
- Design-build and jobsite experience preferred.
- Exceptional leadership. Effective interpersonal, verbal, and written communication skills.
- Results oriented and solution focused - problem solving skills.
- Ability to effectively lead, supervise, motivate, and constructively challenge Project Teams.
- Ability to travel as needed for projects.
- Microsoft Project scheduling software; Procore project management software; Design management skills; Sage 300 construction cost accounting experience all a plus.

This is a full-time position with benefits:

- 401(k) with match
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Referral program
- Tuition reimbursement
- Vision insurance