



Position Title: Project Manager, Construction

SUMMARY:

The 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. This position will report to the Sr. Vice President, Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Project Pursuit

- Develop relationships with clients, consultants, and contractors.
- Maintain relationships with existing clients and work with development team to make presentations and sales efforts to potential clients.
- Provide scheduling, budgets, and technical knowledge in response to early meetings with clients.
- Provide budgets to assist with outlining types of construction.

Design / Preconstruction

- Review the construction contract and/or lease documents to understand the obligations of Lauth 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; use Value Engineering to produce a better building, which can be delivered more quickly and more economically
- Ensure that the design meets or exceeds the intent of the Construction contract documents and or lease, Specifications, and Owners intent.
- Ensure that the design criteria proceeds in accordance with the construction budget as established through Preconstruction.
- Review costs and provide budgets which form the basis for Value Engineering.
- Provide a schedule which efficiently and cost-effectively satisfies the criteria of cost, quality, and timing.
- 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.

Planning

- Meet with the Project Team and prepare a project execution plan.
- Promote a team relationship with the Project Superintendent and work closely to achieve required project results.
- 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 a status reports outlining progress, critical issues, bid summary and schedule status and distribute to leadership.



Construction Management

- Administer all construction contracts.
- 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.
- Provide all information setup for Project Management software and utilize all required management tasks as listed in the Operations Manual.
- Maintain and review weekly project status reports, job profit and cash position report as the work progresses and update as necessary.
- Meet with the Superintendent on a bi-weekly basis to ascertain project billing status and process and approve invoices and applications for payment from suppliers and subcontractors in a timely fashion.
- 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, scheduling of evolutions of work, or any other project related concerns.
- Conduct site safety inspections on a regular basis along with the Superintendent.
- Resolve technical and contractual problems on site with assistance from Superintendent and supervisor (if necessary).
- Review schedule on a weekly basis with superintendent to measure progress and set targets. Challenge Superintendent, subcontractors, architects, and engineers to find means of improving production, finding less expensive materials, or providing better methods of completing certain tasks.
- 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.
- Maintain regular contact with clients keeping them informed of progress.
- Respond to client requests for changes, clarifications, and budgets.
- Make on-site inspections of the project to assure that the work in progress is being constructed to the Company’s standards.

Post Construction Close-Out and Follow-Up

- Secure all as-built drawings and product warranties from subcontractors to be included in the owner’s manual.
- Monitor punch-list and remedial work is expeditiously completed.
- Make an onsite inspection 11 months form date of turnover for the purpose of the one-year warranty period inspection. Author a detailed list of defiance in conjunction with the property manager and or owner, issue a list to subcontractors of non-compliant work, set forth the time period to repair, re-inspect for compliance and document the end of the warranty period in writing to the owner.
- 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.



- Conduct Post Project Critique on project after completion with Project Team

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
- Successful track record with complex construction projects
- Exceptional leadership, effective interpersonal, verbal and written communication skills
- Successful track record of strategic alliances and relationships with subcontractors
- Results oriented and solution focused - problem solving skills in lieu of problem reporting
- Ability to multitask, prioritize, and meet changing deadlines
- Ability to effectively lead, supervise, motivate and constructively challenge Project Teams
- Ability to travel as needed for projects
- High degree of accountability
- High degree of professionalism/ability to interact with diverse groups to achieve results
- Effective interpersonal, verbal and written communication skills
- Overall Company training:
 - Microsoft Project scheduling software
 - Procore project management software
 - Design management skills
 - Sage 300 construction cost accounting