

*EXAMPLE: Steve and Dave*

**TITLE/POSITION: PROJECT MANAGER**

**REPORTS TO:** Vice President of Operations

**OVERSEES:** Superintendents, Assistant Project Managers, Assistant Superintendents

Works directly with President, Estimators, Accounting Manager, Marketing Manager, Superintendents

**Skills Required:**

- Ability to communicate both verbally and written word accurately and efficiently.
- Must be goal oriented.
- Must be team oriented.
- Extremely organized and able to multitask.
- Must be proficient in Microsoft products (excel, word, MS Project), PDF editing, web-based project management software.
- Must be able to create construction master schedules using MS Project.

**DUTIES and RESPONSIBILITIES include but are not limited to:**

**Project Start Up**

- Obtain all required Permits or work with the Owner/Architect to obtain them depending on the terms in the contract.
- Initiate NOC with Project Owner. Ensure it is recorded. (w/ ADMIN help if necessary)
- Initiate Dumpster and Porta-John orders / pricing (with ADMIN help)
- Initiate Job Site Signage (with Marketing Manager / Admin help)
- Obtain the builder's risk insurance or a copy of the policy from the owner (with Admin. Support).
- Bid and/or award the subcontracts to the subcontractors/suppliers.
- Prepare monthly Cost Reports with Accounting Manager for the duration of the project.
- Ensure the project meets or exceeds the profitability goals established during the bidding phase.

- Prepare and maintain the project schedule. Identify all long lead items. Take steps necessary to ensure the project stays on schedule.
- continually review schedule and budget to ensure project is completed on time and on budget.
- Submit Project Schedules and Updates at team meetings.
- Work with the Project Superintendent to schedule the work in the field.
- Work with the Project Superintendent to resolve field issues with the subcontractors and the Architect/Engineer.
- Work with the Project Superintendent to ensure the project meets the required quality standards.
- Obtain and submit submittals to Architect and Engineer for approval (with Admin. Support or project engineer).
- Work with the Project Superintendent to ensure the workers are following their safety plan and the overall project safety plan.
- Work with the Accounting Manager to prepare the monthly invoices.
- Review the monthly invoice with the owner and request payment when due.
- Maintain the project drawings and specifications by tracking all bulletins issued by the Architect (w/Admin support).
- Resolve any liens placed on the project by a subcontractor, supplier or tradesman.
- Prepare and obtain owner approval for all change orders.
- Maintain the project files (w/Admin support)
- Assist the Project Superintendent with the rough and final trade and building inspections.
- Assist the Project Superintendent with the final local/county/state inspections. (Zoning, soil erosion, local fire marshal, state fire marshal, engineering, landscaping, public utilities, etc.)
- Obtain the TCO/C of O from the local building department.

### **Project Closeout**

- Prepare punch list with Owner, Architect and Project Superintendent
- Request As-built drawings and closeout paperwork (with Admin support)
- Submit closeout documentation to owner (with Admin support)
- Issue punch list to the subcontractors
- Work with Project Superintendent to complete the punch list.

- Obtain final payment from the owner.
- Initiate Job Pack Up (MK for financial and waivers, Admin for assistance with files/documents)
- Submit final project cost report.
- Schedule project closeout meeting with President and Project Superintendent.
- Review project, owner, subcontractors, safety, final schedule and final cost report with President, Superintendent, Accounting Manager and Marketing Manager.

**Values Required:**

**Ability to Collaborate**

- Willingness and desire to work and communicate as a team.
- Desire to work and build a team including – Employees, customers and subcontractors.

**Results and Goal oriented**

- Desire to construct quality buildings that last.
- Desire to complete projects on time and on budget.
- Desire to get it right the first time.

**Possess Integrity**

- Treating everyone equally and with respect
- Desire to be held accountable for results
- Honest/Trustworthy
- Desire to put the customer's needs first

**Determination/Hardworking**

- Desire to do whatever it takes to achieve desired results
- Willingness and desire to go above and beyond

**Humbly Confident**

- Projecting strength and competence without ego

**Be Innovative**

- Desire to develop creative solutions to construction issues.
- Desire ability to Value Engineer a project.