



## Job Description

### POSITION SPECIFICS

<b>Job Title:</b>	<b>Project Manager</b>
<b>Department:</b>	<b>Project Management</b>
<b>Reports To:</b>	<b>President</b>

### ROLE

**Summary:** Responsible for managing projects from the planning phase through to the project completion. Works across multiple internal teams to ensure project deliverables are successfully delivered. Facilitates communications between team members and eliminates barriers to getting the work done. Regularly communicates status of projects to executive management.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Assists in estimating work by preparing and overseeing cost estimates, proposals, and related documents.
- Develops schedules and budgets for projects with input from consultants.
- Negotiates customer contracts.
- Negotiates subcontractor contract terms.
- Negotiates vendor purchase order terms and conditions.
- Prepares monthly labor and project forecasts.
- Change order pricing and negotiation.
- Creates, executes, and revises project jobs as required
- Identifies resource needs and assigns individual responsibilities to assure project completion
- Assists in marketing efforts.
- Coordinates resource requirements with field and operations manager.
- Prepares billings and track financial performance on assigned projects.
- Supervises preparation and distribution of submittals, operating and maintenance manuals, and as-built drawings.
- Completes job close out.
- Develops positive relationships with customers, subcontractors, vendors, and fellow employees.

#### Supervisory Responsibilities

This job may supervise others on a project basis by delegating and overseeing duties and responsibilities assigned to Project Engineers.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong, time management, leadership and decision making skills.
- Ability to be highly organized, in day-to-day and long term planning and execution, and to track and maintain complex schedules effectively.
- Excellent written and oral communication skills, including the ability to effectively delegate and negotiate.

#### Education/Experience

Bachelor's degree or equivalent in Business, Architecture or Construction Management and five to ten years of related experience and/or training; or equivalent combination of education and experience.

- General knowledge of all phases of construction/building projects.
- Working knowledge of "AIA" documents and change order forms.
- Ability to read and understand construction schedules, blueprints, and specifications.
- Familiarity with cost information management systems, cost estimating, project costing and scheduling for efficient operations.

#### Computer Skills

Proficiency with Microsoft Word, Excel, and Outlook required. Proficiency with email required. Familiarity with CAD programs, MS Project and Blue Beam preferred.

#### Certificates and Licenses

Valid Driver's License required with acceptable driving record.

### **WORKING CONDITIONS**

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee could be frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock while in the field. The noise level in the work environment is usually moderate.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee is regularly required to sit for long periods of time. Employee must be able to work in close contact with small and large groups. Frequent hearing and talking is required.

Travel including occasional overnight travel is required. The employee must be able to safely drive an automobile to and from client sites.

The employee will be required to lift up to 35lbs.