



## JOB DESCRIPTION PROJECT MANAGER

**Summary/Objective:** Our growing company is seeking to hire a Project Manager, the Project Manager position will be responsible to develop new, and nurture existing client relationships through business development, estimation, and project execution through close out.

<b>Department:</b>	Construction	<b>Date:</b>	1/3/2024
<b>Supervisor Title:</b>	Vice President	<b>Reviewed:</b>	

### Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Overall management and delivery of a profitable commercial construction/renovation project from conceptualization, design/development, estimating, through execution and project close out.
- Work with clients and professional design partners to develop project scope and design drawings.
- Create budgets and project proposals based on scope and design drawings.
- Support architectural partners to obtain municipal approvals.
- Experience with conceptual estimating, value engineering and budgeting.
- Bid projects, vet subcontractors, and award project partners as required.
- The ability to create, negotiate, and execute contracts with owners and subcontractors.
- Create and manage project schedules and priorities to deliver projects on time.
- Facilitate on-site coordination and daily or weekly workplans.
- Provide overall project administration and coordination.
- Manage project meetings from pre-construction through post-construction with clients and stakeholders, generate meeting materials and produce post-meeting deliverables.
- Negotiate and create owner and subcontractor contract change orders.
- Serve as primary client contact throughout project duration.
- Expedite timely completion of punch list with subcontractors.
- Responsible for project quality and profitability.
- Identify opportunities for new clients and foster existing client relationships.
- Develop and maintain subcontractor relationships.
- Any other reasonable duties and responsibilities that may be assigned.

### Position Requirements

- General knowledge of all aspects of construction, including, but not limited to site work, concrete, masonry, steel erection, finishes, and MEP's.
- Understanding of safety rules and regulations
- Knowledge of building codes
- Understanding of project accounting and subcontracting

### **Work Environment/Travel**

The responsibilities of this position involve physical activities including standing, lifting (up to 50 pounds unassisted), bending, stooping, pushing, pulling and twisting. This position will be required to travel to project sites, estimated 50% of the time.

### **Preferred Education and Experience**

- B.S. degree in Construction Management, Engineering or advanced training in construction-related Project Management through accredited sources.
- 5+ years of experience managing commercial construction projects.
- Commercial construction and renovation cost estimating experience.
- Proficient in Microsoft Office productivity tools such as Word, Excel and Power Point. Additional preference for knowledge and uses of project management software.
- Outstanding interpersonal and communication skills (verbal and written)
- Demonstrated abilities to manage complex projects working with subcontractors and owners while maintaining profitability on projects.
- Familiarity with architectural drawings, furniture, and space planning concepts a plus
- Able to adapt and prioritize, meeting deadlines, in a fast-paced team or independent environment.
- Comfortable presenting and negotiating with clients and subcontractors.
- Must have valid driver's license, no more than two moving violations or record of a DUI within the past 7 years.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.