



Position: Project Manager

Reports to: President and Vice President

Summary of Position: The Senior Project Manager has the overall responsibility, coordination and direction for the timely and profitable completion of all projects as assigned.

General Requirements:

Applicants will conduct themselves in a professional manner, be able to communicate both orally and in written format, understand, follow and give directions as necessary, and follow all company policies and procedures in regards to office/field protocol, safety, leave of absence, time reporting, and promote themselves and the company in an ethical and competent manner. Applicants will further possess a general knowledge of computer skills including file management, word processing, spreadsheets, data entry, scheduling software and be able to communicate job progress through weekly project status reporting. Applicants will act as mentors and leaders in the training and development of all project management and field personnel to include individual Project Managers, Project Superintendents and provide assistance to the General Superintendent and Vice President Operations regarding the evaluation and performance of the Project Managers and Project Superintendents.

Education/Experience Requirements:

Qualified applicants will possess at minimum a four-year college degree or equivalent and have experience functioning in a similar position. Applicants will possess leadership qualities in order to promote a professional atmosphere for not only other Project Managers, Project Superintendent and field employees, but will act as a daily point of contact between General Contractors, Owners, Engineers, Architects, Vendors and Suppliers.

Expectations and Responsibilities:

Performs a wide variety of supervisory and management tasks under the direction of the Vice President in order to achieve profitable, timely, safe and quality oriented projects associated with the concrete industry, more specifically defined as follows:

- 1) Continuously monitors, manages and evaluates the profitability, schedule, scope compliance and customer satisfaction on a project-by-project basis by working closely with the General Superintendent and assists individual Project Superintendents with their balancing of labor, material, subcontractors, equipment and other resources in conjunction with the final budgeted crew and man-hour allocations as agreed on during the project “Office to Field” handoff meeting. Initial budgets are created by the Estimator.

- 2) Prepares, promotes and implements all project handoff meetings with Project Team members to become familiar with project scopes, budgets, timelines and goals, and provides assistance to individual Project Superintendents with their project start-up and ongoing requirements.
- 3) Prepares, promotes and implements all project closeout meetings with Project Team members to ensure project “learned” information is not lost and that the results of individual projects are well documented.
- 4) Performs site visits to all projects to evaluate project status, progress, safety, quality and profitability.
- 5) With the assistance of a Project Coordinator, provide on a regular basis all project status reporting necessary by upper management to evaluate project progress, profitability, scope and schedule compliance.
- 6) Assists as needed in the solution of difficult construction and management problems or discussions with Owners, Architects, Engineers and General Contractors on project problems.
- 7) Continuously monitors and evaluates in close agreement with the Safety Officer all safety related activities and requirements for each specific project and on an ongoing companywide safety program basis.
- 8) As required, participate in all pre-construction and project progress meetings with the Project Superintendent, General Contractor, Owner and Architect.
- 9) Continuously seeks cost-effective methods of construction as utilized and/or requested by project/field management and performs ongoing evaluations of current practices and procedures to ensure consistent, standard and profitable performance.
- 10) Prepares complete, accurate and timely submittals for construction projects where required based on project drawings and specifications and administer during the construction process.
- 11) Responsible for timely close-out documents.
- 12) Attend any necessary pre-bid, project and close-out meetings.
- 13) Manage project documents such as RFCOs, RFIs, ASIs, COs and distribute as necessary.
- 14) Facilitate the completion of any necessary sub-tiered subcontractor’s contracts and verify all pricing, scope, schedule and insurance are properly accounted for.

Duties:

Daily

- Review any daily reports as needed to discuss status with the Project Superintendents/Operations Manager

Weekly

- Monitor job costs and discusses them with the Project Superintendent
- Monitor and discusses two-week look ahead schedule
- Attend weekly labor analysis meetings
- Prepare project status reports as necessary

Monthly

- Review project billings with the Project Superintendent and prepare updated Schedule of Values percent progress completed
- Provide A/R the necessary project information for timely monthly invoicing.
- Review and approve subcontractor/vendor invoices

As Required

- Maintain an accurate knowledge of field progress and quality through site visits and discussions with the Project Superintendent
- Identify and communicate potential health and safety issues
- Prepare requests for information text/explanation
- Review and approve requests for information before distribution
- Prepare change order requests text/explanation and worksheets
- Review and approve change order requests before distribution
- Serve as primary contact with general contractor's Project Manager
- Interact and correspond with the project Owner, Architect, Engineer and other General Contractor subcontractors as necessary
- Assist Project Superintendents, "troubleshoot" issues impacting cost, schedule manpower and other resources, constructability and technology
- Attend the weekly Superintendent meetings
- Update current and add new jobs on PlanGrid
- Monitor daily JHAs and extra work reports