

TITLE: PROJECT MANAGER (I, II, III, Sr.)

Immediate Supervisor: VP of Construction**FLSA Classification:** Exempt**Version:** July 2024**Job Summary:**

Manage all aspects of construction projects from design to completion, to include but not limited to detailed plan review, permitting, estimating, bidding, subcontracting, scheduling, RFI's, submittals, billing, change orders, progress meetings, and closeout.

Essential Functions:

- Reads and understands contract documents (drawings, addendums, RFI's, etc.) and scope of work.
- Perform thorough and detailed plan reviews to identify *all* scopes of work required for each project.
- Identify, address, and resolve potential constructability risks and conflicts.
- Manage the design team efforts for all development and design-build projects.
- Manage & execute all estimating & bidding efforts for each project.
- Maintain and update construction budgets and reconcile with accounting.
- Create and update cost-loaded CPM schedules using MS Project.
- Make site visits on a regular basis & maintain communication with superintendent at all times.
- Ensure the distribution of contract documents are timely and accurate.
- Prepare (or manage) the execution of all contracts and change orders.
- Manage the mobilization and demobilization of each project site efficiently.
- Ensure material receipts and invoices are cost-coded accurately and submitted in a timely manner.
- Ensure progress billings are submitted accurately and timely.
- Provide superintendent with all necessary support needed to carry out his/her regular duties.
- Ensure all safety requirements, documentation, and training are being met by the project team.
- Ensure the Quality Control Program is being executed per the contract documents.
- Process T&M tags received from superintendent and subcontractors for all change order work.
- Continually evaluate work force, material, and equipment. Anticipate shortfalls and point of risk. Make necessary adjustments and notify VP of Construction as needed.
- Maintain a good working relationship with superintendents, project managers, owners/clients, subcontractors, and all internal employees.
- Manage & maintain in an organized manner, all paperwork (physically & digitally, as required), to include but not limited to: construction drawings, specifications, amendments, RFI's, submittals, daily reports, T&M tags, schedules, scope of work, and meeting agenda/minutes.

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Essential Functions (cont'd):

- Identify & address poor performing superintendents, subcontractors, foremen; provide constructive criticism, document disciplinary action as required, and inform VP of Construction of all personnel concerns or issues.
- Ensure the closeout process is performed efficiently & timely, to include training, commissioning, documentation, and turnover.
- Ensure proper archiving of project documents.
- Perform after-action and lessons-learned after completion of projects.
- Manage multiple projects simultaneously, according to experience, skill, and title position.
- Ensure VP of Construction is kept abreast of all aspects of the project.

Knowledge, Skills & Experience:

1. Bachelor's degree in construction management or 5 Years' experience as a project engineer or support role for general construction.
2. Building and construction knowledge of materials, methods, and the tools required for construction.
3. Ability to understand construction drawings and identify the proper scope of work and sequence.
4. Experience in negotiating and writing contracts for design professionals and contractors.
5. Demonstrate knowledge of applicable laws and regulations governing environmental and construction permitting.
6. Demonstrate professional written and verbal communication skills.
7. Proficient in Microsoft Office. Specifically, Excel, Project, Word, Outlook.
8. Strong planning, organizational, and analytical skills.
9. Ability to adjust to changes in schedule or tasks.
10. Knowledge of Infection Control Risk Assessment (ICRA) a plus
11. OSHPD / HCAI experience a plus
12. OSHA 30-Hour Certification
13. Courteous, professional, and enthusiastic.

Reporting Location/Schedule:

1. Corporate Office, M-F
2. Occasionally Job Walks and Job Site

Supervisory Responsibility:

1. Train and mentor administrative support personnel
2. Lead by example (strong work ethic, safety, demonstrate strong leadership principles)
3. Identify & address concerns created by employees under your supervision
 - a. Poor quality of work
 - b. Poor attitude
 - c. Poor punctuality or work ethic

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Training and Certifications this position may require:

1. OSHA 30-Hour
2. First Aid / CPR
3. Construction Quality Management

Programs Utilized:

1. AutoDesk (Project Management Software Program)
2. MS Office (Excel, Word, Project, PowerPoint, Outlook)
3. On-Screen Takeoff
4. Bluebeam

Equipment Used:

1. Standard Office Equipment (Laptop, Desktop, Printer, Copier, etc.)
2. Company Vehicle (task dependent)
3. Small tools & equipment as needed
4. Required Personal Protective Equipment While at Jobsites: hard hats, eye protection, hearing protection (where required), safety-toe protective footwear and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure.

Travel Requirement

- Occasional travel to job sites, meetings, training events, and governmental agencies

Physical Demands & Working Conditions

- Attendance and punctuality
- The typical environment is in an office.
- The constant physical demands of the position are sitting or standing at a desk for up to 8 hours.
- The frequent physical demands of the position are limited.
- The occasional physical demands of the position are lifting material up to 50 pounds.

Pay Scale

Position	FLSA Status	Minimum	Midpoint	Maximum	Experience
PROJECT MANAGER I	Exempt	\$75,000.00	\$87,375.00	\$99,750.00	2-6 Yrs
PROJECT MANAGER II	Exempt	\$90,000.00	\$105,375.00	\$120,750.00	5-10 Yrs
PROJECT MANAGER III	Exempt	\$110,000.00	\$128,500.00	\$147,000.00	8-15 Yrs
SR. PROJECT MANAGER	Exempt	\$130,000.00	\$143,750.00	\$157,500.00	15 + yrs