

Project Manager

Reports to: President
Date: 4/2/09

Department: Operations

Job Function: The Project Manger (PM) has day-to-day responsibility for construction of the work at a profit, while exceeding expectations for quality and safety, in addition to building positive relationships with the Owner and design professionals. The PM is ultimately responsible for managing the Project Superintendent, (COMPANY) Field Resources, Material Suppliers, and Subcontractors for successful execution of each assigned project.

Duties and Responsibilities:

1. Works with the Superintendent to prepare a schedule after consulting with the General Superintendent, and Subcontractors. Updates the schedule as necessary to reflect the current project status.
2. Holds weekly job meetings with the Superintendent, Subcontractors, and, as appropriate, the General Superintendent. Requires attendance by Architect and Owner if appropriate. Generates meeting minutes for distribution to all parties.
3. Instills a sense of urgency about the work in all parties associated with the project. Expedites the completion of work as a means of increasing profit.
4. Evaluates labor reports with the Superintendent and/or General Superintendent on a weekly basis. Labor projections should be analyzed and submitted with each monthly projection report. The Project Manager is responsible for managing the cost of self performed work.
5. Be aware of labor policies EEO requirements, and work rules. Consults Human Resources Manager as appropriate.
6. Insists the highest level of quality workmanship from both (COMPANY) Field Resources and Subcontractors. Holds pre-installation meetings as required for each section of work.
7. Promptly writes all purchase orders with priority assigned to long lead items.
8. Consults with Superintendent and agrees on sources for purchase of miscellaneous materials. Monitors all purchases by the Superintendent.
9. Thoroughly reviews all bids after a complete understanding of the plans and specifications is achieved. Reviews pre-qualifications for each subcontractor. Writes a subcontract in a clear, precise manner, defining scope, schedule and price.
10. Monitors subcontractor's stability and notifies senior management as soon as it is believed that a subcontractor's actions could result in a job delay or a reduction in profit. Any financial instability should be reported immediately.

11. Reviews shop drawings. Shop drawings should be processed in an expeditious manner with thorough review by the Project Manager prior to submittal to the Architect.
12. Maintains a complete submittal log. Ensures the status of each submittal reflects the proper priority based on lead times and project schedule.
13. Maintains a complete RFI (request for information) log. Tracks each RFI to ensure resolution. Generates any required changes in scope of work, contract amounts, or schedule and communicates to Owner, Architect, and effected Subcontractors.
14. Maintains a complete Proposal (issue) log. Identifies and tracks any Proposals to ensure resolution. Generates any required changes in scope of work, contract amounts, or schedule and communicates to Owner, Architect, and effected Subcontractors.
15. Consults with General Superintendent, Project Superintendent, and Yard Manager on availability of (COMPANY) owned materials and equipment. Determines equipment rental sources and monitors rental costs.
16. Recognizes all jobsite safety requirements as defined by (COMPANY) Safety Program, OSHA, HAZCOM, and common sense. Supports the Superintendent and Safety Director in enforcing these policies.
17. Demands awareness and compliance with all safety requirements by (COMPANY) field resources, and all subcontractors and vendors. Holds safety pre-planning meetings. Insists on proper documentation of any violations.
18. Creates and maintains a Job Cost Spreadsheet. All changes in Purchase Order and Subcontract amounts, as well as change orders to the owner should be documented in a timely manner.
19. Project profit projections will be reported monthly to the President using the Job Cost Spreadsheet and Monthly Report form. Reports are to include progress photos and schedule. All dollars spent on the project are to be managed directly by the PM
20. Prepares the contract schedule of values, submits Owner draw to (COMPANY) Controller for billing to owner, and authorizes Sub pay request payments to subcontractors monthly. Material invoices will be approved in an expeditious manner when received from Accounting.
21. Makes zero punch list and zero re-work the goal of all subcontractors and (COMPANY) personnel.
22. Completes project close out and punch lists to receive final payment from owner in an expeditious manner.

Education:	Bachelors degree.										
Preferred Education:	Degree in Construction Management or Engineering.										
Minimum Experience:	Proven experience in Project Management										
Preferred Experience:	3-5 Years Prior Project Management Experience with General Contracting										
Attributes:	<table> <tr> <td>Organizational Skills</td> <td>Attention to Detail</td> </tr> <tr> <td>Communication Skills</td> <td>Thorough</td> </tr> <tr> <td>Dependable</td> <td>Time Management</td> </tr> <tr> <td>Flexibility</td> <td>Attentive listener</td> </tr> <tr> <td>Consistent</td> <td>Adaptability</td> </tr> </table>	Organizational Skills	Attention to Detail	Communication Skills	Thorough	Dependable	Time Management	Flexibility	Attentive listener	Consistent	Adaptability
Organizational Skills	Attention to Detail										
Communication Skills	Thorough										
Dependable	Time Management										
Flexibility	Attentive listener										
Consistent	Adaptability										
Administrative Skills:	<p>Strong organizational skills. Ability to communicate effectively with all levels. Ability to follow policy and procedures. Excellent verbal/written skills. Ability to function in a high paced environment.</p>										
Machine Skills:	Computer, calculator, telephone, copier, fax.										
Working Conditions:	Physical effort (up to 40 pounds), typing 40 words per minute.										
Physical Demands:	Sitting, standing, walking, lifting, carrying, reaching, fingering, handling, hand/eye/foot coordination, repetitive motions, talking, hearing.										
Physical Strength:	Sedentary work. Occasional lifting/carrying up to 40 pounds.										
Vision Requirement:	Ability to adjust vision to bring objects into focus.										
Math:	Ability to perform mathematical equations including simple addition, subtraction, division, multiplication and simple percentages.										
Communicate:	Ability to represent the organization in a professional and positive manner.										
Contacts:	Exchange information with employees, co-worker, subcontractors and vendors.										