

JOB TITLE: Project Manager
REPORTS TO: Operations Manager
EXEMPTION STATUS: Exempt
GRADE/SALARY:
DEPARTMENT:
LAST UPDATED: April 8, 2008

PURPOSE

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Project Manager of _____.

BASIC FUNCTION

The basic function of the Project Manager is to monitor/control construction through administrative direction to ensure project is built on schedule and within budget.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Complete daily logs by 8:30am each day for previous day.
- Review and approve/reject invoices weekly.
- Prepare for and conduct project meetings weekly.
- Review and assist with enforcement of schedule weekly.
- Meet and maintain open line of communication with owner/tenant, architect, and engineer throughout direction of project.
- Keep office and outside field staff up-to-date on projects weekly.
- Conduct close-out meetings with Field Supervisor within 45 days after project is 100% complete.
- Assist Project Assistant in gathering information and present to owner the warranty and owners manual by substantial completion.
- Assist Supervisor in managing field staff and subcontractors as needed.
- Responsible for field staff performance and safety aspects constantly.
- Responsible for subcontractor performance and safety aspects constantly.
- Complete permit application process at project start-up and delegate as needed.
- Coordinate with Supervisor to order project materials/equipment prior to project start-up.
- Obtain subcontractor and material quotes as needed or delegated.
- Create and issue change orders, RFIs, and RFPs as required.
- Award subcontractors contracts prior to start-up meeting or after schedule has been created.
- Initiate action of bid participation letter within one week of awarding contracts.
- Follows appropriate steps in the Project Manager's Process Manual.
- Visit job sites periodically throughout the week and checks for inaccuracy.
- Ensure toolbox talks and Q-12 meetings are being administered.

- Ensure safety policies and procedures are followed daily.
- Direct Project Assistant in completion of duties daily.
- Coach and assist associates in their career development to build skill levels within their position.
- Ensure quality craftsmanship of work completed daily.
- Approve/deny associate vacation requests; submit original to Human Resources.
- Understand basic guidelines for human resource administration and implement as appropriate.
- Monitor and supervise day to day Supervisor and subcontractor activities on a daily basis.
- Prepare and conduct performance evaluations jointly with Field Supervisor and Human Resources as needed.
- Document associate positive and negative performance throughout the year as it occurs.
- Stay current with changing technology/tools and participate in educational/training opportunities.
- Follow company policies and procedures.
- Perform job in a professional manner (appearance, language, behavior).
- Demonstrates respect for the differences between personalities and works toward consensus through positive teamwork.
- Upholds the values and missions of _____.
- All other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position.

EDUCATION

- Required: High School Diploma or GED
- Preferred: Bachelors Degree in Construction Management or Engineering field

LICENSING/REGISTRATION/CERTIFICATION

- Required: Have and maintain valid Driver's License with proof of insurance according to company standards.
- Required: Completion of OSHA 30 Hour, First Aid/CPR, Forklift and Aerial certifications are required within the first year of employment.

EXPERIENCE

- Required: 7-10 years of field experience
- Required: 6 or more years in blueprint and specification reading and design.
- Preferred: Experience as a Project Manager Assistant or Field Supervisor (or equivalent position) in a construction related organization.

SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of the general construction industry and the sub trades.
- Understanding of construction estimating techniques and standards.
- Ability and willingness to travel.
- Fluency with tools used in various trades.

- Ability to use many different communication tools.
- Ability to communicate with office/field staff, subcontractors, suppliers, owners/tenants, architects, and engineers.
- Ability to perform tasks and follow directions assigned by the Operations Manager accurately and within the specified timeframe.
- Ability to productively manage time and materials in order to maximize efficiency and quality.
- Computer knowledge, mathematics, business writing, organizational, technical, human relations, and conceptual skills to manage projects.
- Take pride in servicing the customer and have a strong commitment to safety.
- Ability to motivate others and create personal value within a team.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to be self-motivated.
- Skilled in decision making.
- Ability to meet deadlines.
- Ability to work in stressful situations.
- Knowledge of Microsoft Project software and Master Builder (or equivalent applications).
- Knowledge of Microsoft Office Applications.
- Excellent written and verbal communication skills.
- Ability to interact with management.

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an associate to successfully perform the essential functions of the Project Manager's job.

While performing the responsibilities of the Project Manager's job, the associate is required to talk, hear, and see. The associate is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The associate is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. The associate is often required to elevate to heights of 30 feet or higher and lift 75 pounds or more. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, and telephones.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Project Manager will encounter.

While performing the duties of this job, the associate is occasionally exposed to moving mechanical parts and vehicles. The associate is also exposed to varying weather elements. The noise level in the work environment is usually moderate to noisy.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Project Manager's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.