

## **Project Manager**

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Reports to: Senior Project Manager

Direct Reports: Assistant Project Managers  
Project Engineers  
Project Coordinators

### **Broad Goals**

- Business Development and Sales – participate in securing new business focusing on long term relationships
- Proactively manage the construction process and relationships with Owners, Architects, Engineers and Subcontractors
- Increase company profitability through participation in effective / efficient project setup, buyout and Project Management practices
- Strategic planning and execution of project management, subcontractor relations, project accounting, estimating and pre-construction strategic initiatives

### **Primary Qualifications**

- Four year degree in Construction Management, Architecture, Engineering or Business is preferred
- Minimum 4 years experience as Project Engineer and/or Assistant Project Manager is preferred
- Ability to manage multiple projects as primary liaison with client
- Good organizational, communications and interpersonal skills
- Negotiating and relationship management skills
- Leadership and management potential
- Competence with Microsoft Office Suite, Construction Estimating and Accounting software is required

### **Responsibilities**

Business Development – develop personal network of influencers for lead generation. Participate in proposal preparation, estimating / costing strategies and interviews. Participate with Senior Project Managers or Project Executives in securing business.

Project Management – review original estimates and analyze total proposal packages, proactive pre-job planning including: design development, conceptual estimating, scheduling, bidding, buyout, contracts, project team communications and team building. Timely handling of client and subcontractor issues, RFIs, change orders, pay applications, monthly cost analysis and reporting. Resolve any project issues identified in monthly meeting within 30 days. Manage client expectations, queries and project information flow. Timely final subcontractor reconciliation and billing, punchlist and all final closeout. Participate in developing best practices in project management and implement by leading by example.

Profit Management – maximize gross margins through careful scoping / estimating, proposal preparation and presentation, proactive Project Management of Subcontractors and self-performed work to protect or improve profits.