

Senior Project Manager

Reports to: Senior Vice President and/or Vice President

Direct Reports: Project Managers
Assistant Project Managers
Project Engineers
Project Coordinators

Broad Goals

- Business Development / Sales – secure new business – develop and maintain long term relationships
- Increase company profitability through proactive management of effective / efficient project setup, buyout and Project Management practices
- Leadership through management of project managers, engineers and coordinators
- Strategic planning and execution of project management, subcontractor relations, project accounting, estimating and pre-construction strategic initiatives
- Transfer the company vision and culture from the executive management team to the project and field management groups

Primary Qualifications

- Four year degree in Construction Management, Architecture, Engineering or Business is preferred
- Minimum 10 years construction related work experience with a minimum of 5 years project management experience handling large and multiple projects is preferred
- Strong leadership, management, interpersonal and negotiating skills
- Strong communications skills; ability to mentor and manage others

Responsibilities

Business Development – generate and respond to business opportunities, maintain contact with and continually expand personal network of influencers for lead generation. Active participation in proposal preparation, interviews and securing business.

Project Management – review estimates, analyze total proposal packages, proactive pre-job planning including, scheduling, bidding, buyout, contracts, team communications and team building. Timely handling of RFIs, change orders, 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.

Leadership - Mentor and assist Project Managers and Engineers in Project Management tasks above and provide timely information and support to Project Coordinators. Active participation in the development and implementation of best practices in Project Management by leading by example and mentoring.

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