



Job Description: Project Manager

Summary/Objective:

The Project Manager (PM) is responsible for all aspects of the material coordination and services process to meet contractual requirements to client satisfaction. This includes meeting or exceeding requirements in safety, inventory, budget, schedule, quality and client satisfaction.

Essential Functions:

- Manage the materials activities of multiple projects in a lead role to achieve timely project completion and quality product by:
 - Staying on the 3-day look-ahead of the construction schedule
 - Coordinating staff and subcontractors
 - Evaluating milestone assumptions and conclusions
 - Resolving logistics problems
 - Evaluating and implementing material modifications and delivery issues
 - Ensure constant flow of supplies and materials to complete project
 - Reporting work progress, inventory, budgets, and scheduling.
 - Provide daily management and direction to lead construction teams by coordinating with jobsite supervisors to plan, organize and delegate all material coordination tasks.
 - Manage project objectives, procedures and performance standards within boundaries of company policy and contract specifications.
 - Prepare, update, and adhere to budget by monitoring project expenditures; identifying variances; implementing corrective actions; providing suggestions to value engineer processes without sacrifice to quality or safety.
 - Initiate and maintain positive liaison with owners and their representatives to facilitate project activities.
 - Anticipate and resolve conflicts, focusing on total project management that encompasses the detail of the company's obligations, and assist clients in achieving expectations.
 - Investigate potentially serious situations, including but not limited to safety issues, and communicate and implement corrective measures.
 - Represent company in project meetings and strategy meetings as required by taking a leadership position.
 - Work with company management to achieve contract financial objectives, to ensure protection of company's interest in those matters, while maintaining a positive relationship with the customer.
 - Evaluate methods, systems, and policies and offer creative solutions and suggestions to increase productivity, quality, and safety objectives.
 - Implement, execute, and teach Lean Operating principles (Eliminate any activities that do not add value to the company, includes overproduction, reproduction, time on waiting for items or deliveries, decreased efficiency in construction, waste of time on projects).

- Mentor, assess, develop and wherever required reprimand project personnel with regards to performance and career development

Qualifications

- Experience:
 - Materials coordination experience, general construction, 15 years (Preferred)
 - commercial and/or institutional project, 10 years (Required)
- Education:
 - Bachelor's (Preferred)

Travel:

Periodic travel between the office and job sites are required. The amount of time on the job site will vary based on individual project needs.

Required Qualifications:

- Bachelor's degree in Architecture, Engineering or Construction. Ten (10) years of experience in a general construction environment may be considered in lieu of a Bachelor's degree.
- Minimum of five (5) years related experience in commercial and/or institutional projects.
- Ability to read and understand construction drawings and material specification documents.
- Technical expertise in one or more construction specialties
- Proven track record of meeting safety, schedule, and cost objectives
- Working knowledge of construction legal, financial, and risk issues of any project and of any delivery type
- Working knowledge of human resources issues affecting employees
- Excellent written and oral communication skills
- Ability to perform typical Jobsite Supervisor and Project Coordinator duties

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Benefits:

- 401(k)
- 401(k) matching
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- Varies from 40 hours/week to 84 hours/week

