

Project Manager

JOB DESCRIPTION:

This is a management level position that leads the Project Team and reports to the Division Manager. The successful Project Manager works with the Director of Operations to drive each job and complete the project on time and on budget. The PM is the single point of contact for the owner or owner's representative. This position is a salaried position and requires open availability to address questions or issues that arise within the course of construction.

REQUIREMENTS:

- This is a support position that leads the Project Team and directs all phases of classic project management.
- Must be comfortable working in the field as well as collaborating in any environment with the project team.
- Possess advanced computer skills with demonstrable experience organizing electronic filing systems and utilizing customer driven PM platforms.
- Complete understanding of the contract/ scope of work/ LOI process during the initiation phase as well as the change order process during construction.
- Exceptional leadership that builds a team environment and consistently cultivates ownership of the project with the team.

SKILLS:

- Demonstrable application of project management practices through all phases of the project cycle.
- The teaching and coaching of the team members where needed and is a champion of the company culture.
- Maintains and shares information relevant to the projects at hand while driving the team to establish goals for improvement at all levels of the enterprise.
- Financial ownership of each project from buyout through close out.

RESPONSIBILITIES:

- Daily and accurate project reporting to the owner or owner's rep.
- Oversee the job set up process and drive the job buyout.
- Manage the Pre-Construction timeline and schedules, conduct all Pre-Con meetings in person or by remote platform.
- Work directly with the Director on all Superintendent decisions/ results.
- Close out of each job and verify the Superintendent has all final inspections as well as all equipment return confirmations.
- Lead by example and enable the development each team member.