

Project Manager

Job Description

JOB BRIEF

We are looking for an experienced Construction Project Manager to plan and supervise a wide range of construction projects from start to finish. You will organize and oversee construction procedures and ensure they are completed in a timely and efficient manner.

A Construction Project Manager must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines to achieve the optimum results. The ideal candidate will have an analytical mind and great organizational skills.

The goal will be to ensure all projects are delivered on time according to requirements and without exceeding budget.

ESTIMATING

- Prepare estimates and budgets
- Manage bid process to achieve effective coverage

PROJECT MANAGEMENT

- Collaborate with engineers, architects, etc. to develop the specifications of the project.
- Determine needed resources (manpower, equipment and materials) from start-to-finish with attention to budgetary limitations.
- Review and manage drawings/design process to meet defined scope-of-work.
- Identify design related issues and obtain answers from design team.
- Complete onsite project setup per company defined standards.
- Understand State and/or local building permit process and monitor status.
- Prepare and maintain a project schedule based upon contractual commitments throughout project duration.
- Negotiate and issue work/purchase orders.
- Collaborate and coordinate construction activities with Project Superintendent.
- Hire contractors and other staff and allocate responsibilities.
- Review and approval of subcontractor/supplier invoices for accuracy and proper cost coding.
- Issue weekly Progress Reports for designated projects.
- Review job costs and update expect-to-spend (E2S) in Timberline.
- Issue up-to-date financial statement for all financially active projects.
- Ensure adherence to all health/safety standards and report issues.

CLIENT RELATIONS

- Prepare accurate project scope based upon client meetings, prepared plans, and established budget.
- Assist in preparation of Owner contracts and contract documents.
- Maintain customer relations from project startup through project closeout.
- Understand and implement Owner project invoicing.

CLOSEOUT

- Ensure all contractual deliverables are completed, delivered to the customer and accepted.
- Review team performance and recognize improvement areas and success.

REQUIREMENTS

- Proven experience as construction Project manager.
- In-depth understanding of construction procedures and material and Project Management principles.
- Familiarity with quality and health and safety standards.
- Outstanding communication and negotiation skills.
- Excellent organizational and time-management skills.
- A team player with leadership abilities.