

### Sr. Project Manager

Seeking a Sr. Project Manager with 7+ years recent experience managing large commercial projects. Must be proficient in CPM Scheduling. Will manage multiple construction project teams simultaneously to ensure completed product/service is delivered on-time, within budget, and with quality and integrity. Manage collaboration with owners, engineers, architects, estimators, subcontractors, and governmental agencies who are involved in the construction process. Supervise Superintendents and Project Assistants.

Benefit package available, medical and dental, 401k, holiday, vacation.

### Education

Bachelor Degree, Construction Management, Engineering related to Construction.

### Essential Job Functions and Responsibilities:

Provide oversight and direction of construction projects:

- Scheduling to ensure on time completion
- Control project costs to ensure completion within budget
- Consistently inspect for and maintain standards of excellence in safety, quality and productivity
- Effectively and efficiently solve problems

Supervise direct reports:

- Prudently delegate tasks and responsibilities
- Approve payroll and work schedule
- Provide coaching and performance reviews/documentation

Facilitate communication and updates with internal and external collaborators:

- Conduct weekly owners meetings
- Participate in business development meetings as requested
- Conduct project closeout meeting
- Pre-job and pre-construction meetings
- Participate in design build meetings as requested
- Update weekly manpower report information

Ensure regular, accurate and professional documentation of:

- Cost accounting records
- Change orders
- Monthly forecast reports
- Project schedule and progression
- Critical conversations, memos, correspondence and contract notices
- Superintendents' daily reports and digital pictures, work orders, and other required documentation
- Submittals
- Job closeout

**Experience** – Requirements will vary depending upon division and anticipated project assignments. Generally, prior experience in construction project management, estimating, and/or as a superintendent ranging from 1-10 years.

**Skills** –

- Substantial knowledge and experience in construction trades/craftwork; building code; blue print interpretation; site preparations; landscaping and road construction; building construction, including excavation and laying of foundations and erection of the structural framework; building systems; fire-protection; concrete
- Demonstrated effective leadership of a team.
- Must have good written and verbal communication skills
- Excellent customer service skills and initiative.
- Computer literate and adept with Timberline Project Manager, photo database software, Suretrak, MS software
- Proven ability to manage multiple projects effectively. Project value \$5 million plus.
- Basic understanding of accounting function
- Current safety and SWPPP certifications.
- Demonstrated history of excellent customer service.
- Demonstrated ability to collaborate with owners, engineers, architects, estimators, subcontractors, and governmental agencies who are involved in the construction process.
- History of managing multiple construction projects to ensure completed product/service is delivered on-time, within budget, and with quality and integrity.
- Computer literate
- LEED Certification is desirable.

**Requirements:**

- This position will require the employee to visit construction jobsites. The individual must be able to physically navigate a jobsite that is pre-construction and/or under construction.
- Must be willing and able to travel out of town 2-3 days per week to jobsites as projects require