

CONSTRUCTION PROJECT MANAGER

Job Description

Job Purpose:

Provide administration and technical expertise in the management of assigned construction projects; to include the management of owner/client, design consultants and subcontractors as well as the project team assuring a successful outcome for all parties. Create value through planning organization and leadership.

Job Summary:

The Project Manager has responsibility for the overall management of the construction projects to ensure client satisfaction and expectations. Manage the costs, schedule, safety and quality while providing leadership in the completion of the project. In the role of Project Manager, it is especially important that he/she be successful in working with the Superintendent and to provide training and mentoring for Project Engineers and others.

Responsibilities:

Provide leadership by using effective verbal and written communication to manage the owner/client, architect and consultants as well the project team in all phases of the work. This includes developing and motivating teamwork between all parties.

At project inception conduct a proactive review of the documents and the site to assess all constructability issues associated with the project. Continue a proactive approach throughout the project to identify potential problems/conflicts and assist with their resolutions.

Understand and implement general conditions and requirements of the contracts associated with each project monitoring the contract documents for conformance and execution.

Initiate and maintain project control sheets, i.e. sub information and required submittals.

Employ Project Management Systems to manage and control the project documentation and cost controls. Supervise and monitor the preparation and reporting of RFI logs, submittal logs, testing and inspection reports, safety inspections and reports, change order logs and other related reports.

Review and process shop drawings and submittals to ensure compliance with the construction documents.

Update and monitor cost summary reports and review monthly with upper management.

Prepare, monitor and update the project schedule. Review and coordinate with the Superintendent's "look ahead" schedules and document delays to the project. Establish material delivery schedules/logs and integrate into the project schedule.

Negotiate terms and conditions of subcontracts and purchase orders, oversee the execution of the subcontract requirements and manage subcontractor claims.

Verification of owner/client billings, subcontractor billings and account receivables.

Participate in Operations and Safety meetings to help facilitate and enforce jobsite safety at all times and the establishment of project emergency plans.

Organize project meetings, prepare meeting minutes and provide leadership and control to insure that all parties understand their obligations and that they follow through.

Management of project close out procedures including monitoring of punch list to completion, preparation of warranties and operations manuals.

Technical Skills:

Understand Commercial construction techniques to a high degree in principle and practice including fundamentals of reinforced concrete, wood framing methods and engineering detail, as well as electrical, mechanical, plumbing systems.

Ability to recognize problems and produce workable alternative solutions that meet the owner/clients expectations. Proactively solves problems.

Knowledge and understanding of CPM scheduling methods with proficiency in MS Project or Suretrack

Strong computer skills with proficiency in Microsoft Word, Excel, Outlook.

Minimum of a Baccalaureate degree or 7 years of position-related experience.

Knowledge in commercial construction, construction management, contractor's state license law, business management concepts, logistics planning and coordination. Experience in Pharmaceutical and Medical construction is desired but is not mandatory.

Strong communicator that demonstrates positive proactive thinking.