

## **Job Summary**

The Senior Project Manager will act as the liaison between our business, the owner representatives, subcontractors, suppliers, architects and engineers. This position is responsible for management of assigned projects to ensure that each project is performed in accordance with all company policies and procedures, within budget and on schedule. The senior project manager will also be responsible for supervision of project management and field staff.

## **Essential Duties and Responsibilities**

All duties and responsibilities include the following; however, other duties may be assigned.

1. Responsible for developing and maintaining relationships with clients, subcontractors, suppliers, architects, and engineers.
2. Responsible for preparation and submission of project estimates and / or proposals
3. Responsible for collaborating with the general superintendent to schedule manpower, equipment, subcontractors, and material deliveries.
4. Responsible for assisting with the selection of subcontractors and suppliers.
5. Responsible for the preparation and submission of subcontractor agreements and purchase orders for review and execution.
6. Responsible for the development, maintenance, and performance of project schedules.
7. Responsible for ensuring that all project administrative tasks are efficiently completed and tracked.
8. Responsible for monitoring all construction activities and resolving any problems or issues that arise, including but not limited to design changes, deficiencies, subcontractor performance, etc.
9. Responsible for the preparation and submission of monthly project status reports, cash flow projections, project billings, and information required to keep leadership and client properly informed.
10. Responsible for ensuring that "punch list" items are completed and that closeout documentation is submitted.
11. Responsible for ensuring that all work is performed in accordance with our policies and procedures.
12. Responsible for mentoring and assisting subordinates in the growth of their career.
13. The Senior Project Manager must support and abide by the company's vision, core values and mission statement.

## **Knowledge/Skills/Ability**

Knowledge and ability to prepare detailed project plans, schedules and estimates and to make proper modifications to such. Ability to read and interpret construction drawings, shop drawings, technical specifications.

Ability and skill in communicating effectively, both orally and in writing.

Working knowledge of computers and basic software programs (Excel, Word, Project, Outlook, Etc.)

Ability to manage project teams and accomplish desired results through delegation.

Ability to manage multiple projects simultaneously.

**Education**

B.S. in Construction Management or related field

**Experience**

At least 10 years of experience in construction management, including estimating, project scheduling and control, and management of field personnel.

**Travel Requirements**

Must be willing to travel for pre-bid meetings, pre-construction meetings, progress meetings, site visits, client meetings, etc.

**Physical Requirements**

While performing the duties of this position, the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee is occasionally required to sit and smell.

The employee must occasionally lift and move up to 50 pounds.

Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

May be required to work long hours for extended periods of time.