



POSITION TITLE: *Project Manager*

DRAFTED: February 2019

FLSA CLASSIFICATION: Exempt
REPORTS TO: Director of Construction

POSITION PURPOSE:

The position is responsible for managerial support across multiple projects for Annex Construction, LLC. Owner and driver of the project once handed over from Preconstruction

POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES:

Include but are not necessarily limited to the following:

- Develops a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources.
- Minimizes exposure and risk by implementing standards and quality assurance controls
- Coordinates work of subcontractors working on various phases of multiple projects
- Oversees performance of all trade contractors and reviews architectural and engineering drawings to make sure all specifications and regulations are being followed on all responsible projects.
- Is responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses. This includes all buyout and sub-contract negotiation
- Supervises Project Engineers, and Superintendents; reviews their reports, checks on any reported difficulties, and corrects any safety violations or other reported deficiencies.
- Tracks and controls construction schedule and associated costs to achieve completion of projects within time and monies allocated.
- Reports to Owner, Architects, and the Director of Construction about progress and any necessary modifications of plans.
- Plans, implements, and tracks closeout / turnover of construction projects.
- Conducts project meetings.
- Manages day to day operational and tactical aspects of multiple construction projects in a supervisory role
- Manages day to day client interactions and expectations, directly or in a supervisory role
- Accurately forecasts project specific revenue, profitability, and costs
- Manages to and achieves revenue goals set for projects
- Generates and issues regular internal and external project reporting through company software (Procore)

- Proactively identifies changes in project scope and ensures appropriate measures are taken.
- Forecasts changes in scope and revenue as necessary for projects
- Administers submittal review process between Subcontractors/Suppliers and design team with help of Superintendents and Project Engineers
- Final Review of submittals and shop drawings
- Transmittals between Owner, Architect, Engineer, Consultant, and Contractors
- Review's meeting agendas / minutes after Project Engineer's compilation
- Scope of work standardization across (CSI) trade designations
- Assist and support Superintendent with QA/QC
- Change order compilation, process and archival
- Data input, compilation, and projections for cost tracking
- Request for proposal generation, transmission, receipt, and review for purchase orders
- Scheduling: Act as final review of all task management, look aheads, and MS Project
- Material and equipment expediting
- Field production analysis, extrapolation, and tracking
- Subcontractor and work force coordination with support from Superintendent
- Subcontractor/Supplier solicitation and relationship management
- Ensure Document control; drawings; receive, update, post, and archive
- Specifications review and processing
- Extensive work using project management software; *Procore*
- Experience working with Microsoft Office products (Word, Excel, PowerPoint etc.)

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree from an accredited institution in construction management/technology, engineering, architecture or business.
- A minimum 5 years combined experience in commercial and multi-family construction