



Project Manager

Classification

Exempt.

Department

WCD

Reports to

Operations Manager

Date

01.18.2016

JOB DESCRIPTION

Summary/Objective

This is a skilled position as an experienced Project Manager involving the preparation and management of projects that are awarded to the company. This position will be responsible for the overall contracting, scheduling, coordination, implementation, execution, cost control and completion of a project, or multiple projects, ensuring consistency with company strategy, commitments and goals. This position includes a responsibility for sales and marketing of construction materials, products, and services. The Project Manager position is also responsible for representing the company with clients and consultants on a knowledgeable level and be able to make basic decisions on behalf of the company.

Essential Functions

Essential Duties

1. Job Costing- includes reviewing bids, selecting low bidders, setting up job files, establishing the schedule of values, billing monthly, determining percent complete, completing lien waivers, pulling permits, and following up on overdue accounts.
2. Contracts- include reviewing contract agreements with the GC and writing subcontract agreements.
3. Long-Range Scheduling- includes breaking out tasks for General Contractors prior to beginning work onsite, or when acting as the GC completing a detailed schedule for the AEO.
4. Plan Reading- includes being able to decipher plans and specs for comprehension of the various systems and installation.
5. Submittals & O&M's- include ordering spec sheets from subcontractors and suppliers, forwarding to all parties, tracking approvals, compiling complete submittals on all material used on the job and sending to the GC at completion of the job.



6. Parts and Material includes working with Superintendent to make sure the bulk of the material is onsite when work is to begin. Determining what to order and when to order it based on plans, specs and bid and checking for the best prices and availability of the materials from all suppliers. Inventory material and return unused items for credit.
7. Equipment- includes working with the Superintendent to make sure the needed equipment is on site when it is needed and returned as soon as it is done. Schedule work tasks to maximize equipment utilization, track equipment as it arrives on site or leaves site, track any mechanical issues with equipment and report to Iron Rentals.
8. Accounts Payable- includes filling out the purchase orders completely and tracking invoices and credits. Every company expenditure must be properly cost coded and submitted to accounting.
9. Manpower- includes scheduling up to three weeks ahead, hiring new personnel, and reviewing timecards with the superintendent for accuracy and completeness, and entering labor and equipment into Resource Commander.
10. Safety- includes making sure that every employee is in a safe environment and is performing work safely – basic knowledge of OSHA regulations. Following up on all work-related injuries to insure the work environment is safe.
11. Subcontractors- includes collecting bids, evaluating bids for price and completeness, writing contracts, scheduling subcontractor's work, and coordinating punch list items.
12. Change Orders- include pricing all ASI's and RFI's by completing RFP's, reviewing CO's for completeness and sending subcontractor CO's.

Essential Responsibilities

1. Paperwork- includes documentation of work orders, purchase orders, daily reports, RFI's, billings, communication with the design team, GC and sub-contractors, and any issues that may occur. This is a daily event.
2. Organization- includes knowing the job at hand. You have to know what the contract, spec book, submittals, addendums, RFI's and budget include. Once you know the job at hand, organize the material, manpower and all of the factors that it takes to complete the job.
3. Communication- includes three major parts: the employees, the general Contractors/sub-contractors and the design teams. Expectations must be communicated. All parties must maintain a constant line of communication with the field. Keep the team aware of changes.
4. Support- includes making yourself available to the Superintendents and Foreman so that questions can be answered in a timely manner and not effect job production.
5. Public Relations- include maintaining relationships with the Owner, GC, and design team to ensure future projects.



QUALIFICATIONS

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, skills, and/or ability required.

Required Education and Experience

1. Bachelor's degree in civil engineering or construction science/construction management.
2. Minimum of five years related experience in residential and/or institutional projects.

Eligibility Qualifications

1. Ability to read, analyze and comprehend complex instructions, correspondence, and memos.
2. Ability to respond to common inquiries or complaints from clients, regulatory agencies or members of the business and general community at large.
3. Ability to write reports, business correspondence.
4. Ability to effectively present information and respond to questions from top management, clients, public groups, and/or boards of directors.
5. Ability to apply advanced mathematical concepts such as exponents, geometry and equations.
6. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
7. Ability to deal with nonverbal symbolism (formulas, scientific equations and graphs).
8. Ability to deal with a variety of abstract and concrete variables.

Other Qualifications

May be subject to drug testing, medical exams and physical abilities testing.

Competencies

1. Economics- is researching methods and materials for efficiency, being prepared for the job before it starts so the crew is productive, pricing changes with the company's best interest in mind and over-billing to ensure cash flow remains high.
2. Work Ethic- includes having initiative to address problems in a timely manner, make tough decisions, keep on top of changes so opportunities do not pass us by, be diligent with quality and computer organization/paper trail to ensure all decisions are documented.
3. Interpersonal Skills- are a necessity in the workplace. All differences must be set aside to complete the work at hand. As a Project Manager you must be able to work with the entire construction team.



Computer Skills

1. To perform this job successfully, an individual should be able to type and use keyboards accurately and have knowledge of Database software.
2. Experience in HCSS or Bid2Win, Microsoft Project or Star Builder, and Microsoft Office is desirable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear.

1. The employee frequently is required to stand; walk; use hands to handle, or feel; and reach with hands and arms.
The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
3. Specific vision abilities required by this job include close vision; distance vision, peripheral vision, depth perception, and ability to adjust focus.

Certificates, Licenses, Registrations

Standard Driver's License

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and vibration.
2. The employee is occasionally exposed to a variety of extreme conditions at construction job sites.
3. The noise level in the work environment and job sites is usually loud.

Supervisory Responsibility

1. Directly supervises one to two employees and consultants involved in project.
2. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
3. Responsibilities include participating in interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



Position Type/Expected Hours of Work

This is a full time, salaried position and typical work hours and days are Monday through Friday 8:00am to 5:00pm. Occasional overtime may be required.

Travel

Travel expected for this position includes travel to construction job sites as assigned.

EEO Statement

Williams Civil Construction is an equal opportunity employer.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____