

Project Manager, Commercial Department

MINIMUM EXPERIENCE: **5 Years**

TRAVEL: **Yes**

JOB TYPE: **Full Time**

SALARY TYPE / HOURLY RATE: **Salary**

Brief Position Description:

The Project Manager oversees all projects from start to finish and works closely with all members of the Operations Team as well as the Development Team to ensure Haggerty Construction Inc.'s (HCI) commitments to our clients are fulfilled based on each job's Program Requirements.

Accountable For:

- Developing and maintaining consistent weekly communication rhythms with the client to ensure client satisfaction and project clarification
 - **Employ Project Management Systems (Procore) 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.**
 - Developing and maintaining accurate construction schedules for the client/owner and subcontractors/vendors using Microsoft project CPM scheduling methods.
 - Regularly updating the Operations Manager on project performance.
 - Scheduling and attending job specific preconstruction/project kickoff meeting.
 - Monitoring project 5 week look ahead schedule progression with Superintendents to ensure the project is completed on or ahead of schedule.
 - Negotiating all subcontracts to ensure the subcontractor quote is complete; providing detailed written scope of work and pre-qualification of subcontractors as required.
 - Ensuring Change Orders capture additional, warranted, and verified costs due to owner, tenant, client, scope change, or Authority Having Jurisdiction (AHJ) requests and are passed on to the client.
 - Ensuring Change Orders are approved, in writing, by the client prior to the change order required work being performed.
 - Tracking budget variances and informing the accounting department by the first of each month.
 - Accurate reviewing and approval of all invoices associated with project within 48 hours of receipt from accounting department.
 - Reviewing job cost reports monthly for accuracy and notifying proper fiscally responsible party if there are discrepancies.
 - Prepare pay applications no later than the 24th of the month.
 - Monitoring project general conditions to ensure they remain within budget.
 - Tracking job specific budget variances and ensuring HCI's profit margins are met and/or exceeded.
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Leadership:

- Ensuring all construction work performed is of the highest quality.
- **Work with the Superintendent and to provide training and mentoring for Project Assistants and others.**
- Supervising the activities of the project team to ensure compliance with company policies, safety standards, and quality standards.
- Organize and attend internal and client debrief meetings.
- Execution of the Project Completion Worksheet and final punch list and obtain client/owner signatures.
- Ensuring job specific closeout documents are collected, properly organized, and given to the respective client.
- Precise and timely follow through of any requests made or directives given by any member of the Leadership Team.

Quality/Supervision:

- Ensuring all construction work performed is of the highest quality
- Ensuring project mobilization occurs including all necessary signage and (HCI) jobsite branding
- Resolves problems regarding plans or specifications, conflicts with the architect, engineer, clients, and subcontractors
- Accurately understanding and noting plans to ensure scope coverage
- Ensuring demobilization of HCI owned equipment and all trades from the jobsite occurs and site is left in a clean, orderly manner
- Generation and timely completion of the project punch list.

Safety:

- Provide safety support and leadership to the team
- Ensure safe working conditions for all workers, sub-trades and visitors on/around the office and job sites
- Enforce all established safety regulations and safe work practices
- Enforce disciplinary action when necessary to ensure compliance with the rules

Job Specific Required Skillset

- Excellent strategic thinking and decision-making skills
 - Ability to foresee items and know and understand what lies ahead
 - Ability to get the job done
 - Superior leadership skills, with ability to lead, inspire and motivate their team
 - Ability to lead, manage, and give direction to direct reports
 - Extreme attention to and understanding of all Operational aspects and needs
 - Strong facilitation and presentation skills
 - Exceptional financial management and budgeting skills
 - Proven organizational skills and impeccable attention to detail.
 - Must be able to manage multiple tasks and have excellent follow up skills both internally and externally.
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- Critical thinking to prioritize and manage workload scope.
- Strong work ethic, deadline driven and a “Can Do Attitude”.
- Continued knowledge and up to date insight on changes & trends in methods of construction and materials, construction costs, wage rates, fringes, and working rules
- Must have understanding and experience with ALL types of construction and thorough knowledge of industry practices, process and standards
- Must engage in ongoing professional development, leadership, and position specific training and education

General Requirements

- Ability to work independently as well as part of a larger team
- Working knowledge of Microsoft Office programs including, but not limited to, Outlook, Word, Excel, and Project
- Ability to create and work with Adobe PDF's
- Excellent written and verbal communication skills and ability to understand the same
- Excellent listening and understanding skills
- Must be proactive, well organized, and have a strong ability to prioritize
- Extreme attention to detail
- Must be able to manage multiple tasks and have excellent follow up skills, both internally and externally
- Must be self-motivated, punctual, and professional in both presentation, appearance, and speech
- Provide solution-based responses to issues
- Able to lift a minimum of 25 pounds
- Fluent in the English language
- Reliable personal transportation and a motor vehicle driving record that is consistent with HCl's and insurance carrier's standards and policies
- Ongoing professional development and training is highly encouraged and is tied into compensation and career advancement consideration

Educational and Experience Considerations:

- Requires a minimum of 5 years of experience in the construction industry with a strong emphasis on project management of commercial construction projects and experience closely corresponding to the responsibilities detailed above.
 - Requires an understanding of quality construction standards and the use of proper construction techniques.
 - Bachelor's Degree in Construction Management (preferred).
 - Comparable work experience will also be considered.
 - Proficient in Procore, Microsoft Word, Excel and Project.
 - Experience in BIM, LEAN and LEED practices a plus.
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Acknowledgement:

By my signature, I hereby certify that I have reviewed the attached job description and agree to perform the duties described therein. I understand that HCI may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____
