

Project Manager

Summary

The Project Manager position is the primary company representative in charge of the overall direction, completion, and financial outcome of each construction project. This person is responsible for all activities such as contract administration, change orders, submittals, procurement, financial projections, and scheduling. Project Managers ensure all projects are completed on time, are profitable, and exceed the client's expectations. Since this person is constantly dealing with clients and representing the company, the ideal candidate has a business development mindset to develop relationships and bring in new business to the company. We are looking for someone with strong Project Management skills and established relationships in the construction industry in which new project opportunities can develop.

Job Responsibilities / Duties *(not limited to the following)*

- Collaborates with the entire project team to develop a strong competitive subcontractor base. During the bidding process, the Project Manager analyzes bids to ensure scope is covered while developing the project budget.
- Understands all details of the owner's contract, including bonds, fees, notifications, requirements, schedules, reporting, and costs.
- Must have complete understanding of the risk mitigation measures and ensure that the project team is aware of them.
- Coordinate and manage the execution of planning and scheduling of projects.
- Manage preconstruction activities (Estimating, Operations Plan, Scheduling) as necessary.
- May be responsible for bidding, scope review, and awards of subcontracts.
- Ensure subcontracts, Purchase Orders (POs) and change orders are reviewed and accurate.
- Perform all required engineering duties and responsibilities, including Quality Assurance/Quality Control (QA/QC).
- Responsible for the change order process (subcontractor and owner).
- Work with the Superintendent on implementing the safety program.
- Manage and develop staff as assigned, including providing input on performance evaluations.
- Ensure strict adherence to rules and regulations established by client and Hollandsworth Construction
- Develop strong relationships with owners, subcontractors and consultants.
- Work with Accounting to initiate Pay Application process and follow up to ensure payment is received in a timely manner.
- Participate in development of schedule and sequencing of work. Ensure trade contractors have the latest schedule and are contractually tied thereto.
- Review, validate and manage the project financials.
- Work closely with entire team to establish new relationships and strengthen existing ones in order to secure new projects.

Competencies

- Solid understanding of building processes and systems.
- Knowledge of Cost Control/Billings/Change Order Management/Cash Flows/Monthly Status Reports.
- Complete understanding of cost estimating, budgeting and forecasting.
- Flexible, detail-oriented team player with the ability to manage multiple projects, produce quality work, and consistently meet deadlines.
- Excellent business judgment demonstrated by consistently achieving profitability objectives and strong project close-outs with client and subcontractor relationships in good standing.

- Estimating experience.
- Excellent communication skills, organizational skills and attention to detail.
- Ability to constantly multi-task and handle competing priorities.
- Excellent problem-solving skills and the ability to confidently and decisively take action.
- Proficient computer skills in Microsoft Office.
- A strong work ethic and a “can-do” attitude

Experience / Education

- Any combination of education and experience that demonstrates the knowledge and ability to perform the work
- Preferred: BS or MS degree in Engineering or Construction Management
- Preferred: 5+ years of experience in commercial construction in a project management or equivalent role

Benefits

- Performance Based Bonus
- Medical, Dental, Vision, Basic Life and AD&D Insurance
- Short-Term and Long-Term Disability
- 401(k) with company match
- Paid Time Off