

Position: Project Manager
Status: Full-Time Position
Education: Architectural, Engineering, Construction Science degree, or relevant work experience

Position Summary

The role of Project Manager is to manage an entire construction process from Preconstruction through Construction Closeout. This person will support and collaborate with the Project Superintendent (Field) for the duration of a project. They will be responsible for establishing effective relationships and executing collaborative problem solving with project team members, owners, subcontractors, and vendors. This position requires strong construction administration and communication skills and an in-depth knowledge of the construction process, materials and methods, cost estimating, and scheduling.

Responsibilities/Functions

- Perform Preconstruction tasks including preliminary estimating, scheduling, constructability analysis.
- Perform construction administrative tasks including review and coordination of shop drawings and submittals, subcontracts, owner and subcontractor change orders, potential project changes, and construction scheduling.
- Ensure project team works safely while meeting budget, schedule, quality standards, and design specifications.
- Coordinate with Accounting Department to review monthly project billings.
- Coordinate with Project Superintendent to manage onsite labor, equipment, subcontractors & material suppliers.
- Create and maintain project schedule by planning, monitoring, and reviewing critical dates and milestones and coordinate these with the Project Superintendent.
- Provide consultation, direction, and issue-resolution to owners, subcontractors & suppliers.
- Maintain a positive and professional working relationship with all project team members. Foster and enhance architect, subcontractor, and vendor relations.

Essential Skills and Experience

The ideal candidate must have:

- Bachelor's degree in Architecture, Civil Engineering or Construction Management, preferably with a minimum of 5 years work experience in that specific role.
- Experience reading, understanding, and interpreting project documents, drawings, specifications, schedules, and scopes of work.
- Strong interpersonal skills with an ability to interact and communicate effectively and productively with others.
- Strong analytical and computer skills including experience with Microsoft Office (Word, Excel, Project), Procore, and BlueBeam.
- Ability to manage multiple projects and perform in high-stress situations.
- Ability to demonstrate leadership, work independently, and take initiative.

Benefits

- Competitive Salary with Bonus potential
- 401 (k) and profit sharing component
- Fully-funded individual Health, Dental, VisionCare
- Life Insurance
- Work from Home opportunities