

JOB DESCRIPTION



Job Title:	
Project Manager	
Reports To:	Department:
Richard Boncal	Construction
<u>Primary Responsibilities:</u> • Manage our projects by working with our superintendents to plan daily operations • Helping with effective communication to our internal and external customers • Training and mentoring junior members of our team • Receiving and process all submittals • Leading project meetings • Logging and Tracking change orders • Submitting and Communicating RFIs • Assist preconstruction department with providing feedback on estimates • Negotiate buyout and prepare vendor and subcontractor purchase orders. Make bulk purchases with the support of Superintendent. • Evaluate submittals to reflect contract drawings and specifications. • Produce monthly reports and cost reviews to catch deviations from a plan or early schedule. Keep all participants and stakeholders informed to bring the job in on time and under budget. • Review field conditions with Superintendent to ensure project is meeting or exceeding goals • Build and maintain strong customer relations with general contractor, subcontractors, vendors, and internal customers. • Develop schedules in coordination with Superintendent and Foreman • Evaluate and develop personnel including field workers, foremen, superintendents, and assistant project managers. • Maintain a safe and secure work environment through effective short-term planning of potential risks and hazards • Through effective short-term planning of potential risks and hazards • Assist in gathering all closeout documents per customer requirements.	
Required Skills: • Have a knowledge and able to use all Microsoft programs (Outlook, Excel, Word, Power Point) • Has effective time management skills to ensure tasks are completed on or before deadlines. • Ability to work well with others and clearly communicate what needs to be accomplished	
Required Experience: • Four Year Degree in Construction, Business Management or Engineering	

- Minimum five years verifiable Project Management experience working for a mechanical subcontractor in the areas of commercial HVAC and Plumbing.

Must have verifiable experience in heavy commercial construction preferably in Hospitality, Hospital, Federal, Educational, and Institutional projects.

Required Attitude:

- TEAM player
- Self-Motivated
- Positive and Upbeat

Required Results:

- Profitable projects
- Excellent review from the customer
- Departmental and interdepartmental teamwork

Required Habits:

- Adaptability
- Composure while dealing with multiple parties that sometimes want conflicting results.
- Ability to prioritize several tasks

Success Looks Like: A profitable job with a very satisfied customer.