

POSITION SUMMARY:

Within the framework of Continental Building Company's core values and strategic business plan, provide overall management direction for construction projects while also providing leadership to the project staff. A Project Manager establishes and enforces project objectives and company policies, maintains liaison with the owner and is often the daily, on-site client contact. He/she manages, monitors, and reports on schedule, budget, quality, and client relations, along with all construction activities. A Project Manager provides administrative direction to the on-site construction Superintendent. A Project Manager runs multi-million dollar projects independently, mentors Assistant Project Managers, Project Engineers, Interns, and takes on additional responsibilities and larger projects to become a Senior Project Manager.

DUTIES AND RESPONSIBILITIES:

- Develop trusting relationships with clients by ensuring that client expectations are met or exceeded and conflicts are resolved.
- Maintain a thorough understanding of the CBC/Owner contract and all project requirements
- Lead and motivate project team(s). Mentor APMs and PEs. Communicate and reinforce CBC's vision, value and goals.
- Perform constructability and coordination reviews of construction documents, gaining input from FX and/or Superintendent.
- Estimate, schedule, and lead procurement/buy-out, write scopes of work, and budget projects
- Be accountable for the financial management, schedule, execution and safety of assigned project(s):
 - Coordinate, administer and lead OAC and subcontractor meetings with Owner / AE and subcontractors
 - Own, Drive, Plan, develop and update project CPM schedules, accounting for resource and logistics efficiencies
 - Identify, assimilate and comprehend the critical elements of project progress. Determine the critical paths required to meet overall project completion date. Modify critical paths based on prevailing conditions and consult PX to develop workaround or recovery schedules
 - Produce subcontracts, change orders, owner change order requests, purchase orders, RFIs
 - Create and manage accurate and punctual project costs and job cost reporting, including production/cash flow projections within Spectrum/Procore
 - Work with Superintendent to develop and maintain project-specific quality plan with standards and measurements
 - Oversee pay request process
 - Work with Project Superintendent in the development of project-specific site logistics and safety plans

- Communicate expectations and importance of safety. Follow up and ensure safety audits are completed accurately and timely. Identify critical issues and assist in the development of improvement procedures.
- Communicate regular updates on project risks, schedule, costs and changes with PX, owners, architects, and subcontractors by maintaining monthly Construction Progress Reports (use CBC template) and reviewing in meetings.
- Ensure Project Compliance with Spectrum and Procore:
 - (1) all subcontractors have been pre-qualified.
 - (2) No subcontractors work on site without an executed contract.
- Ensure that project has positive cash flow.
- Develop, schedule and lead project 30-day close-out processes with Superintendent, including:
 - Punchlist completion
 - Substantial completion forms
 - Final occupancy permits
 - Retainage secured
 - CBC Subcontractor evaluation forms are completed for each trade
 - CBC Project database forms are completed

CORE COMPETENCIES:

To perform the job successfully, the Project Manager must demonstrate the following:

- *Integrity:* Adheres to high ethical standards. Helps to maintain the company's reputation. Uses discretion in handling confidential information
- *Professionalism:* Consistently demonstrates a high-level of professionalism that represents the company's goal of being the best in the industry. Professional attire and appropriate/business-related grooming is required
- *Accountability:* Takes responsibility for own mistakes and works to correct them. Able to meet required deadlines, often in a fast-paced environment
- *Adaptability:* Adapts quickly to change. Copes with time pressures, responsibility and workload effectively
- *Execution:* Delivers on commitments in a timely, efficient and cost effective manner to ensure results are achieved. Is self-motivated and can work independently.
- *Strategic:* Able to develop and implement creative strategies for long-term company gain
- *Critical Thinking:* Able to use sound judgement and deductive reasoning in situations that require problem solving
- *Quality:* Work is professional, accurate and complete; shows attention to detail
- *Passion:* Demonstrates positive energy and attitude
- *Communications:* Keeps supervisors and others informed of important work related items
- *Teamwork:* Respects other and maintains positive working relationships
- *Detail Oriented:* Capable of carrying out a given task with details necessary to get the task done well.
- *Leadership:* Inspire teammates to follow.

SKILLS AND ABILITIES:

- Must have the ability to read, analyze, edit, and interpret information so that it is presented to clients and other stakeholders in a professional and partnership-mindset manner.
- Must have the ability to write grammatically correct correspondence and reports.
- Must have good listening skills and excellent communication skills.
- Must have the ability to effectively present information and respond to questions from clients, executive leadership, consultants, and the general public
- Must be able to use a personal computer and be proficient with Microsoft Office applications such as Word, Excel and be familiar with Microsoft Project, P-6 Scheduling software, as well as other various project management and construction financial accounting software.

EDUCATION AND EXPERIENCE:

Bachelor's or Master's degree in Construction Management, Engineering or related field of study. 7+ years related experience and/or training.

- Strong communication (verbal and written), organization, and management skills
- Ability to manage multiple small projects concurrently
- Desired computer software experience includes:
 - Microsoft Project Scheduling Software
 - Microsoft Office
 - Primavera P6
 - Bluebeam
 - Procore

RELATIONSHIPS:

Reports to Project Executive or VP. Works frequently with Preconstruction staff and Field Executives. This position has supervisory responsibilities over Assistant Project Managers, Project Engineers and Project Superintendents.

GROWTH OPPORTUNITIES:

Senior Project Manager, Project Executive

CERTIFICATES, LICENSES AND REGISTRATIONS:

Must have valid driver's license and a good driving record