



## Job Summary

A Project Manager is responsible to plan, execute, and finalize construction project(s) according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members, subcontractors, truckers, and vendors in order to deliver projects according to plan. The Project Manager will also define the project's objectives and oversee quality control through completion delivering superior value to our client(s).

## Reports to

Area Manager

## Key Communication Partners

Executive VP Operations, Safety and Training Manager, General Superintendents, Superintendent, Foreman, Estimators, Payroll Specialist, Human Resource Manager

## Supervises

Project Engineers and all other jobsite personnel

## Typical Duties

- Conduct formal comprehensive pre-job planning meetings to review estimates, plans and specs with Estimators, Superintendents and Area Manager.
- Review all design revisions for change in cost and schedule. Ensure field crews are aware of changes and are constructing to most current revisions.
- Serve as the main liaison between owner's, subcontractors and company personnel fostering and maintaining good client and business partner relationships.
- Support the project budget, schedule and contract documents by effectively buying out material and subcontractor in a timely manner, taking in to consideration the estimator's agreement with vendors/subs at bid close.
- Work closely with the estimator to create the Job Cost Budget and Cost Code breakdown and maintain proper coding of costs throughout project construction.
- Understand and monitor contractual requirements as they relate to labor, subcontractors and other utilization requirements.
- Follow up all critical verbal communications with clients, subcontractors and vendors in written form (i.e. email) that confirms verbal understanding to prevent disputes later in the project.
- Monitor submittal approvals and shop drawing process in accordance with the project schedule.
- Review project management procedures with all involved parties, i.e. submittals, invoices, RFI's, change orders, close-out documents, etc.
- Discuss and implement best practices that drive site safety. Motivate and recognize positive safety habits and practices to ensure that the project is OSHA compliant.
- Lead as necessary and document effective jobsite safety meetings, promote and implement practices that drive safety; promote Safety Bucks program.



- Monitor overall site safety and enforce compliance with all predetermined, communicated safety guidelines.
- Ensure the completion of all safety-related paperwork in an accurate and timely manner.
- Proactively identify and correct potential safety hazards.
- Report accidents and jobsite incidents to the Safety and Training Manager or Safety Administrator immediately; submit written Accident Report within 24 hours.
- Serve as the main liaison between owner's, subcontractors and company personnel fostering and maintaining good client and business partner relationships.
- Maintain accurate project documentation and ensure all is properly saved on the Company server.
- Maintain accurate daily diary and ensure input of accurate and timely Daily Timesheets, including documented quantities completed.
- Resolve problems as they arise; notify supervisor and or/appropriate department head as needed.
- Communicate quality goals to all project members; aggressively focus on delivering the highest possible level of quality on all projects.
- Proactively identify potential "problem areas" early in the process and develop strategies to overcome obstacles.
- Recognize installation issues or errors and proactively address them before they result in rework.
- Provide quality control/assurance support on self-performed work and subcontractors work.
- Develop and maintain a comprehensive schedule for project personnel, equipment, and material and subcontractor requirements to keep project on track.
- Update and review project schedule and two week look-ahead on a weekly basis with superintendent and the rest of the project team including subcontractors.
- Report issues and delays to the owner and your Area Manager on a regular basis.
- Communicate productivity goals and milestones to project team.
- Ensure punch list is performed in a timely manner and all close-out procedures are completed.
- Ensure daily set-ups are sent in to dispatch on time.
- Lead and manage all supervisory personnel to complete assigned project.
- Proactively manage the change order process.
- Maintain an accurate accounting of material and other costs incurred to date.
- Continually monitor estimated cost to complete and prepare monthly profit forecast reports and provide the Superintendent, Foremen and upper management with constant measures of the budget goals and successes.
- Provide feedback to estimating on cost issues and subcontractor performance.
- Prepare timely monthly progress payment requests to the owner in accordance with the contract requirements.
- Approve subcontractor and vendor invoices.
- Complete a post-job review on every project to identify and discuss "lessons learned" as well as "project victories".
- Resolve project problems, disputes and open issues on a timely basis.
- Foster an efficient, productive and positive work environment.



- Identify personality differences and work to communicate and achieve common goals through hard work and robust communication.
- Spend time developing and mentoring others.
- Maintain current certifications for CPR/First Aid, OSHA 30, Asbestos Cement Pipe, Harassment Prevention for Supervisors, Competent Person Trenching and Shoring and Confined Space Entry/Rescue and other trainings as appropriate to the work being performed.

## Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience: undergraduate degree in construction management, landscape architecture or civil engineering and 5 or more year progressively responsible heavy civil construction management experience. In absence of a four year degree, the equivalent in progressively responsible heavy civil construction management experience

Language Skills: must be able to read and write in English; bilingual in Spanish helpful but not required

Mathematical Skills: basic business math and the ability to create and understand budgets; geometry, algebra and physics necessary for calculating volume, area and tonnage.

Planning and Organizing: this position requires self-motivation, strong planning, organizing and time management skills, the ability to create and follow a schedule and multiple activities

Reasoning Ability: must have strong problem solving, analytical skills and reading comprehension and be able to deal with both standardized and non-standard situations with many variables.

Interpersonal Skills: the ability to interface and collaborate with a wide variety of people including clients, employees, managers, agencies and the public; strong leadership skills

Computer Skills: must be fluent with Microsoft Office Suite. Individuals in this position will also need to be able to learn to use new technologies as they evolve or are implemented.

Certificates, Licenses, Registration: valid California Driver's License and clean driving record