

Job description:

Construction Project Manager

Title: Project Manager

Emphasis on: Residential Project Management and Sales

Reports to: Project Executive and President

Supports: Project Executive, President, Project Manager, and Estimators

Essential Duties & Responsibilities

This job description reflects the assignment of essential functions, but does not proscribe or restrict the tasks that may be assigned. They may be subject to change at any time for reasonable accommodation or any other reason.

ECS requires a dynamic Project Manager to ensure quality and cost controls on each project, while ensuring customer satisfaction, by identifying and exceeding client's needs, through direction of daily operations on your projects, including responsibility for overall safety, direction, completion, and financial outcome of construction projects, and through:

Initiating business development:

- Ensuring accurate, detailed and timely estimates
- Generating project leads through ongoing professional relationships with owners, builders and design communities
- Interact with clients and potential clients to identify and pursue potential work
- Leading the bidding process and creating pre-construction schedule for your projects and scope of work, and budgeting
- Participating in negotiating contracts, creating a company brand, obtaining new clients, and, representing ECS's vision, mission, and experience

Leading the project team through construction:

- Devising and executing owner contract and subcontracts according to project scope
- Managing multiple projects concurrently
- Creating control estimates for jobs/ superintendant and foreman upon being awarded and communicating budget information to foreman to assure achieving project costs and profits, along with payment distinctions to accounting. Ex. Number of pumps figured, rentals figured, and labor hours allocated
- Directing the work of each superintendant and foreman, according to owner and architect requirements
- Developing submittal and RFI requirements for all change orders
- Mentoring and managing project superintendant and foreman through the life of a project
- Maintaining consistent and effective communication with all team members including leadership of weekly office meetings and bi-weekly superintendant meetings
- Pricing owner and subcontractor change orders and submitting to GC

- Creating and submitting owner pay application, capturing potentially fluctuating project costs, ensuring that all change orders are approved BEFORE they are started and billed and collected. Ensuring all subcontractor lien waivers are completed before they receive final payment.
- Responsibility for your project budgets, estimates, costs, P/L, etc.
- Approving subcontractor and materials invoices to ensure timely payment of all parties
- Updating project schedule and notifying Project Executive/Scheduler of expectations regularly
- Quickly and professionally resolving all issues that may arise with the project on the jobsite or in the office, assuming responsibility and mobilizing appropriate parties
- Acting as a hospitable point of contact between ECS vendors and owners/GC throughout job scope, communicating effectively on a day-to-day basis to ensure the delivery of excellent projects
- Ensuring minimal impact on the jobsite and a zero-punchlist through continual communication with field employees and site visits
- Owning the job in all aspects, consistently reviewing drawings and communicating with all team members

Successfully closing out projects:

- Overseeing punch list process alongside superintendant and foreman, acting as a point of contact for subcontractors and owner
- Implementing project closeout checklist
- Issuing punch list items to subcontractors and ensuring completion of all trades

ECS Distinctives:

- Maintaining positive and transparent relationships with owners and subcontractors
- Assuming responsibility on the jobsite for any issues that could arise, handling in a timely fashion with positivity and professionalism
- Finishing projects as strongly as they're started
- Mentoring project superintendant and foreman and maintaining solid relationships with field employees
- Maintaining a proactive vs. reactive attitude and work ethic

Knowledge, Skills, and Abilities

- Ability to manage several tasks at once and exercise independent judgment related to daily administration of projects.
- Solid written and verbal communication skills, with the ability to relay highly detailed information between project managers, subcontractors, and architects/engineers.
- Demonstrated skills in organizing and evaluating information and proactively finding solutions for construction projects.
- Able to work in a team environment and communicate effectively.
- Dynamic, entrepreneurial, disciplined and organized personality.

Summary

- Ensure accurate estimating and bidding process
- Business Development
- Organize, facilitate, motivate, and communicate
- Set and maintain customer expectations
- Track project costs, change orders, and invoicing
- Resolve issues during construction
- Maintain quality control