

Senior Project Manager

Job Summary

The Sr. Project Manager is primarily responsible for the daily management, supervision, coordination and successful completion of construction project and /or projects to meet time and cost objectives with respect to contracting, scheduling, estimating, bidding and contract administration functions.

Essential Job Functions, Duties and Responsibilities

The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

- Develop bidding strategies and contract compliance with corporate policies and objectives formats. Review all project subcontracts and purchase orders.
- Participate in Design Development providing the necessary liaison, when required, between preconstruction department and the owner.
- Initiate and maintain liaison with client and A/E contacts to facilitate successful project execution. This includes attending client-initiated meetings and ceremonial events as well as maintaining contact to ensure their satisfaction with on-going projects for marketing purposes.
- Establish project objectives, policies, procedures and performance standards within boundaries of corporate policy.
- Plan, organize and staff key field office or management positions, in conjunction with Project Executive or Principle-in-Charge.
- Monitor/control construction through administrative direction of on-site Superintendent to ensure project is built on schedule and within budget. Coordinate the preparation of the schedule and long-term planning.
- Evaluate construction progress and team performance to ensure project and/or projects are built on schedule and within budget.
- Manage financial aspects of contracts to protect client and company interests: review and approve budgets, cost reports, owner's reports, fee payment, rental equipment, income, expenses, etc. Perform the final review of internal items such as Cost Analysis Worksheets, Monthly Billing to Owner, Master Cost Breakdown, General Conditions Estimate, Labor Cost Report, and Monthly Variance Reports.

- Coordinate, manage and supervise the work of subordinate team members and support staff. Provide support, direction and encourage training of subordinate team members.
- Identify all potential legal problems and litigation's for their project and/or projects and review them with the Project Executive or Principle-in-Charge.
- Oversee completion of project close-out.
- Represent the company in project meetings.
- Provide technical assistance to all members of project team.
- Identify new work opportunities and inform Sales and Marketing of potential projects with current clients.
- Actively leads internal team(s) that focus on continuous improvement of the business.
- Promote the growth and development of client, subcontractor and vendor relationships.
- Familiar with all Policies and Processes as it relates to this position.
- Proactively identify and solve problems to minimize risk.
- In coordination with Senior Project Superintendent, V.P. of Operations and Project Executive, develop an initial schedule and provide detail to schedule as required for project. Once schedule is developed and sequenced, update, maintain, communicate, and manage all subcontractors and vendors to the schedule. Develop, maintain, and enforce a project site logistics plan and temporary facilities plan.
- Establish and monitor administrative procedures for the project and/or projects. These procedures are to conform to established policies and procedures of ANF Group, Inc.
- Keeps informed on and ensure that all requirements of insurance, safety, labor relations and Equal Employment Opportunity are met.
- Develop, review, approve and implement project budgets, schedules and contract bid documents.
- Conduct or assist Director of Preconstruction with buy-out meeting and prepare subcontracts.
- Coordinate and provide direction for the budget estimating, purchasing, engineering, accounting, cost and construction functions as they relate to the completion of the project.
- Possess working knowledge of all projects plans, specifications, Owner Contract, subcontracts, purchase orders, daily correspondence, shop drawings, submittals and all other project related documents and maintain a complete and accurate set of as-builts.

- Assure that those individuals whose functions require knowledge and understanding of the general contract and subcontract requirements, receive and understand the information.
- Initiate, establish and maintain working relationships with owner/architect/engineer and subcontractors to facilitate construction activities. Organize, conduct and represent the company at project coordination meetings at regular agreed upon intervals.
- Review and approve subcontractor, vendor payment applications and miscellaneous invoices.
- Negotiate, prepare, issue and execute change orders (proposals) to owners, design team, subcontractors and others, and prepare revisions to original budget as a result of changes and revisions to work.
- Prepare and issue monthly owner progress reports, monthly owner progress reports, monthly pay applications, schedules and cost reports in coordination with the superintendent.
- Ensure timely and accurate billings and accounts receivables.
- Ensure timely project completion through project scheduling, expediting of material deliveries and the management of material and document submittals/approvals.
- Provide organization, direction and training of subordinate project team members.
- Lead and participate in regularly schedule project staff meetings.
- Develop and maintain business relationships with Owners, Architect/Engineers and subcontractors for marketing.
- Manage Closeout process.
- Familiar with all Policies and Processes as it relates to this position.
- Actively participates on internal team(s) that focus on continuous improvement of the business.

General Background and Minimum Requirements

- Preferred 4-year degree in an accredited construction related curriculum, (BSCE, BSCM, BSAE, etc.) or experience equivalent to a 4-year degree.
- Minimum of five to eight years experience as Project Manager or at least fifteen years construction related experience.
- Demonstrated mastery in the skills of project management.
- Demonstrated mastery in these areas: estimating, scheduling, budgeting/cost control, field supervision, financial reporting, client relationship, interpersonal skills, computer skills, safety/insurance, ability to communicate, both written and oral.

- Demonstrated success in managing or potential to manage large, single construction projects/phases and multiple Project Managers.
- Must have strong communication, organization and leadership skills.
- Demonstrated ability to train others and monitor their work for quality and completeness.

Working Conditions

Required to walk the jobsite. Must be able to inspect the jobsite, including climbing ladders, scaffolding etc. to view progress of construction.