

PROJECT MANAGER



Position: Project Manager

Position Type: full-time, in-person, minimum 40 hours/week

Reports to: Manager of Construction Operations

General Description

The Project Manager is responsible for managing and overseeing all aspects of assigned construction projects from preconstruction through close-out. This position partners with clients, members of the design team, our sales & preconstruction team, site superintendents, trade contractors and government authorities to accomplish the goals of the project team and ensure an on-budget and on-time completion of all projects. The Project Manager establishes, maintains, and accurately reports on all project related financials. Additionally, this person is expected to exemplify and promote the First Companies' values with all relationships within the Construction Team as well as with clients, members of the design team, trade contractors, suppliers, and government authorities.

Essential Duties and Responsibilities

- Manage multiple construction projects at a time
- Collaborate with architects and engineers throughout the design and construction process
- Organize and facilitate meetings with clients and the design team to meet project goals
- Develop a detailed construction master Gantt chart schedule of preconstruction, procurement and construction activities
- Work with Project Coordinators to obtain required project permits
- Maintain positive relationships with clients, design team members, site superintendents, trade contractors, and local municipality officials
- Draft and execute all project related agreements including: Consultant Agreements, Letters of Intent, Subcontract Agreements, Notices to Proceed, Change Events, etc.
- Work with preconstruction to prepare and send out detailed bid packages for all project work categories ensuring a competitive bidding process
- Work with preconstruction to build precise budgets for each project
- Carefully monitor progress billing based upon percentage of work completed each month
- Review and collaborate with design team to approve submittals
- Regularly communicate with Site Superintendent to identify any potential issues or changes within a project
- Promptly address and resolve any project related issues
- Issue weekly project updates to the project owner, architect and First Companies Inc. executive team
- Track & update change events throughout the course of each project (managing drawing specifications, costs, and time changes)
- Visit project sites weekly to ensure everything is on schedule and meets First Companies Inc. quality standards
- Schedule and maintain ongoing Owner Architect Contractor (OAC) meetings and record & distribute meeting minutes to the team

- Collaborate with Project Coordinators and trade partners throughout the closeout process to ensure project owners receive all warranties and equipment manuals, final lien waivers are collected, Certificate of Occupancy is obtained, and final budget has been reconciled
- Work with Construction division & field leadership to deliver projects on budget and on time while maintaining quality and safety on all projects
- Support the construction division leadership with any other divisional tasks, as needed.

Required Skills

- Maintain, promote, and integrate First Companies' vision, mission and values with all internal and external stake holders
- Be a team player who has a positive attitude, implements solution-based management, is proactive and relates well with other employees
- Strong organizational skills
- Excellent written and oral communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with Procore, Microsoft Project, or similar construction management software is desired
- Ability to analyze problems and make sound decisions in a timely manner based on objectives, risks implications and cost
- Effective time management and ability to prioritize and to meet deadlines
- Ability to present technical information clearly in both meeting and one-on-one settings

Education and Experience:

Bachelor's degree in Construction Management, or related field preferred.

Minimum of 4 years of previous commercial construction experience.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer

Ability to traverse and inspect all areas of jobsite in all types of weather including walking, climbing, reaching, bending, crawling or stretching

Ability to lift up to 50 pounds

Ability to legally operate a motor vehicle

May require travel

Exposure to characteristic construction site dangers

First Companies, Inc. is an Equal Opportunity Employer (EOE). We do not discriminate against individuals because of race, color, religion, national origin, gender, physical or mental disability, veteran status, or any other characteristic protected by federal, state, or local statute or ordinance.

Disclaimer: This job description is not intended to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones be assigned at any time with or without notice.