

SENIOR PROJECT MANAGER



Position: Senior Project Manager

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

Reports to: Director of Construction Management

General Description

The Senior 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, 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 Senior Project Manager establishes, maintains, and accurately reports on all project related financials. Additionally, this position takes on a leadership role in the division, mentoring and coaching project managers & superintendents and is a positive role model for others in the department. The Senior Project Manager position builds positive relationships with all project team members and makes certain that each project meets First Companies' quality standards. 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

- Collaborate with architects and engineers throughout the design build process
- Organize and attend meetings with clients and the design team to meet project goals
- Accurately schedule every aspect of the project from the pre-construction phase through close-out
- Initiate and oversee the entire permitting process for each project
- Maintain positive relationships with clients, design team members, site superintendents, subcontractors, and local municipality officials
- Draft and execute all project related agreements including: Pre-Construction Agreements, Construction Agreements, Letters of Intent, Subcontract Agreements, Notices to Proceed, etc.
- Prepare and send out all bid packages for assigned projects ensuring a competitive bidding process
- Build precise budgets for each project and carefully monitor progress billing based upon percentage of work completed each month
- Review and approve all shop drawings, project specific materials, and 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 OAC and FCI executive team
- Track & update change events throughout the course of each project
- Visit project sites weekly to ensure everything is on schedule and meets FCI quality standards
- Schedule and maintain ongoing OAC meetings and record & distribute meeting minutes to the OAC team
- Manage the entire close-out process ensuring that owners receive all warranties and equipment manuals, final lien waivers are collected, Certificate of Occupancy is obtained, and final budget has been reconciled
- Deliver every project on budget and on time
- Provide superintendents with all necessary safety manuals, signage and MSDS sheets for each project

- Actively coach and mentor project managers and/or superintendents to address any knowledge gaps and ensure process consistency throughout the construction department
- Help establish new processes and procedures for the construction division
- Evaluate current construction department processes and continually look for ways to improve them
- Collaborate with other Senior Project Managers and the Director of Construction Management to develop divisional goals and take an active role in working to achieve them
- Fully support the construction division and First Companies' core values of honesty & integrity and approach each project and personal interaction with a positive attitude
- Assist the Director of Construction Management with any other tasks or responsibilities, as needed

Required Skills

- Maintain, promote and integrate First Companies' values with all internal and external stakeholders.
- Be a team player who demonstrates a positive attitude, implements solution-based thinking and relates well with other employees.
- Strong organizational skills
- Excellent written and oral communication skills
- 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 complete projects meeting stated deadlines
- Ability to present 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 5 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.