



## Job Description

**Position:** Project Manager

**Reports To:** Officers

**Classification:** Exempt

### Job summary

The Project Manager's primary duty is to manage the overall project from start to finish through the following duties in office and on-site. This position also supervises the Project Coordinator assigned to applicable projects(s).

### Summary of essential job functions

- Oversees and directs construction projects from conception to completion
- Review the project in-depth to schedule deliverables and estimate costs
- Oversee all onsite/offsite construction while monitoring compliance with building and safety regulations
- Coordinate and direct contractors and subcontractors
- Manages the bidding process, obtains quotes, and sets up general condition vendors for project(s)
- Prepare internal and external reports pertaining to job status
- Resolves any emerging issues and pre-plans to prevent additional problems
- Reviews draft contracts with client/contractors
- Verifies contractor's capabilities to perform applicable scope of work
- Analyze, manage, and mitigate risks
- Reviews all construction documents noted above in conjunction with project coordinator (i.e., shop drawings, RFIs PRs, ASIs, maintaining logs, and all other various project related items)
- Travel is required to provide on-site assistance/supervision for project on an as needed basis
- Manages files, correspondence, and other records on each project assigned
- Conducts and participates in client/contractor construction meetings
- Ensures quality construction standards and the use of proper construction techniques

### Skills / Qualifications

- Knowledge of Project Management software; and Microsoft Office software
- Advanced knowledge of construction management processes, means, and methods
- Expert knowledge of building products, construction details, relevant rules, regulations, and quality standards
- Understanding of all facets of the construction process
- Experience with construction management software packages and MS Office applications
- Ability to plan and see the "big picture"
- Competent in conflict and crisis management
- Leadership and human resources management skills
- Excellent time and project management skills
- BS degree in construction management and/or business management degree preferred

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. The above are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.