



Job Description – Project Manager

Division:	Commercial	Number of Employees Supervised:	Varies
Location:	Greystone	Salary Range:	8-10
Reports to:	Commercial Division Manager	E-Classification:	E5E

Purpose and Description

Position oversees the progress, purchasing, budgets, recording, reporting and billing of each project. The position assists with materials purchasing and supporting purchase orders and/or paperwork and maintains project and customer files. The project manager produces customer billings, job records and division reports for job costing, marketing reports, sales records, and other information as needed for the division.

Responsibilities/Activities

1. Manage project budgets; know where each project is at all times. Immediately reports to Division Manager any jobs deviating from budgets of time, schedule, cost or any other factor so appropriate adjustments can be made to maximize end result.
2. Reviews all contract documentation prepared by customer. Reviews and approves or recommends denial or satisfactory alternatives for any subsequent changes proposed by customer.
3. Oversee the full documentation of any back charges imposed upon the Company, makes recommendations to adjudicate and reduce any back charges to lowest possible cost.
4. Manage change order process and administration. Ensures all are executed by authorized personnel within dollar level approval authority.
5. Makes recommendation regarding qualifying or disqualifying warranty work. Coordinates completion of warranty work per contract and/or instructions on Division Manager.
6. Secure and manage suppliers in conjunction with production staff for all products and services the project will require. Negotiate with suppliers to the lowest possible price without creating adversarial relationships that could affect quality or on-time delivery.
7. Coordinates with production and field personnel to ensure all material and supplies reach the job site as scheduled and required.
8. Recommends and issues contract start orders and stop orders if required. Thoroughly documents any and all issues causing a stop order and reports to all appropriate parties
9. Continuously compares contract documents to dollar amount entered into the accounting system and reports/corrects any deviations.
10. Assists in preparing any contract amendments to cover any additional extended overhead dollars and cost exposure due to job delays outside the control of the Company.
11. Anticipates and times likely supply shortages and makes advance recommendations for purchasing solutions.
12. Continuously sources for new products and/or vendors capable of advancing company goals. Ensures new products or vendors are qualified, tested and/or approved to be reliable before utilizing.

13. Ensures contracts are in compliance with all applicable laws and regulations and that work is being completed as such.
14. Ensures all customer executions are made by correct legal entity with legal signatories, witnessed and/or notarized as required.
15. Ensures all contract documents executed contain insurance provisions deemed adequate by Company risk management standards and the prevailing insurance carrier requirement for builder risk and other elements.
16. Ensures any qualifying book write-offs are fully documented and correctly supported.
17. Respond to RFIs and RFPs in a timely fashion
18. Make project site visits noting progress and areas of concern
19. Represent Company at construction meetings with owners and architects.
20. Generate Purchase Orders
21. Assist Superintendents as required
22. Ownership of project workbooks
23. Attend project scope reviews and coordinate pre-construction meetings.
24. Approves time cards, conducts performance reviews and handles human resource concerns for any direct reports
25. Knows and observes all safety rules and ensures compliance. Permits no accidents.
26. Coordinates with production, project close out including punch list completion, submittals and walk-throughs and final billings and payments. Manages the timing and collection of contracts retainage and ensures accurate accounting.
27. Stay aware of Best Practices. Develop and recommend improved work methods and standards.

Key Performance Metrics

1. Project profitability
2. Performance to budget
3. Customer retention
4. Contract language and risk mitigation
5. Job close-out accuracy
6. Retention collection
7. Change order tracking and administration
8. Accurate and timely reporting and project documentation

Pivotal Duties

1. To supervise and coordinate all work performed for the customer as assigned,
2. To maintain quality control and insure the work is completed on time and on budget.
3. To insure quality control of all projects as assigned
4. To meet or exceed project by project budget standards
5. To support production in maximum use of field and other personnel, equipment, materials and supplies as assigned
6. To manage and administrate change orders, work orders, project scope changes, and complete 'costs to complete' estimates in an efficient, timely and accurate manner
7. To implement departmental best practice procedures in all areas of field operations as assigned

Success Behaviors

1. Tenacity
2. Thoroughness and attention to detail
3. Excellent organizational skills
4. Excellent communication skills, verbal and written
5. Thorough understanding and working knowledge of contractual legal language
6. Results and action oriented
7. Sales and growth oriented
8. Profit driven – seeks ways to cut costs and improve efficiency
9. Effective problem solving skills
10. Performs and demands excellent quality in work
11. Service and teamwork oriented
12. Customer centered and focused
13. Focus on learning and self development
14. Technically competent and skilled

Minimum Qualifications & Educational Requirements

1. Bachelor's degree
2. A minimum of 3 years relevant experience.
3. Keyboard and data entry skills.
4. Strong knowledge of basic business accounting procedures.
5. Strong knowledge of computer applications (Microsoft Office Suite, desired).

Extraordinary Work Conditions

1. Must maintain regular and reliable attendance at a level acceptable to the company, including the ability to work overtime, holidays, evenings or weekends as necessary.
2. Position requires extended work hours and flexibility in scheduling; including evening or weekend hours as needed.

Equipment/Machinery Used:

- Computers and peripherals
- Multi-line telephone system
- All office equipment, copy machine, fax machine etc.