



JOB DESCRIPTION

POSITION TITLE: **Project Manager**
LOCATION: Western U.S.
STATUS: Salaried, Exempt

DEPARTMENT: **Construction**
REPORTS TO: V.P. Operations
PREPARED DATE: July 31, 2018

General Purpose:

The Project Manager has responsibility as defined in this job description as it relates to specific projects for the company. The Project Manager may be assigned to a single or multiple projects, as the company deems appropriate.

Essential Duties and Responsibilities:

The Project Manager is responsible for the success of the project(s) assigned to the manager. Success will be measured based on specific goals as established by the V.P. Operations. The goals will relate to the vital elements of the company including Safety, Profit, and Customer Satisfaction. The value of the Project Manager is determined through his/her abilities to communicate, plan, organize, staff, control, and lead.

Safety: The Project Manager is responsible to ensure that onsite staff follows through with the safety requirements defined by OSHA, EM385-1-1, Straub's Safety Plan, and any other applicable documents. Rewards and discipline shall be administered by the Project Manager to employees and Subcontractors as necessary to maintain a safe work environment. The expectation on each project is no loss time accidents and an "outstanding" evaluation from our customer as it relates to safety.

Profit: Profit goals are established by the project team and will be agreed upon by the President, V.P. Operations, Project Manager, Area Manager, and Superintendent before each project gets underway. The Project Manager is responsible for cost projections and costs incurred using Straub Construction's systems and procedures. A strong understanding of construction accounting is required. The Project Manager will report directly to the V.P. Operations at a minimum monthly, the financial performance of the project. The Project Manager shall be prepared to accurately discuss the details of the financial performance of a project at any time.

Customer Satisfaction: The goal for each project is an "Outstanding" evaluation from the customer at its completion. The Project manager is expected to meet regularly with the customer to evaluate the ongoing performance of the project. Customer evaluations equally as important as Safety and Profit. The Project Manager shall take immediate action, while maintaining the company's values, to resolve issues that negatively effect the performance evaluation of a project.

Daily Responsibilities: The Project Manager shall, in a hands-on manner, facilitate the following activities (not all inclusive but representative of daily activity at a construction field office): Prepare subcontract scopes of work; Be proactive in obtaining contractual documents from Subcontractors such as insurance and certified payroll; Prepare for WIP reports and meetings; Write and process RFIs; Manage the Change Order processes; Negotiate changes with the client; Manage the updating of the Construction Schedule; Prepare accurate and complete subcontractor requisitions monthly; Prepare invoices to the customer; Submit vendor invoices to the accounting department properly cost-coded; Ensure that the requirements of the General Conditions of the Project Specifications are being followed; Identify and resolve issues relating to Subcontractor relations including schedules, safety, quality of work, scope of work, etc.; Manage the submittal processes; Ensure the Quality Control requirements are being met or exceeded Maintain meeting minutes for all meetings held in regards to the assigned project(s).



Planning: The Project Manager shall study the contract documents and provide proactive plans to ensure compliance. The forecasting of project budgets shall include cost-saving ideas that will contribute to improved profit.

Staffing: The Project Manager is responsible for providing the resources to the onsite teams in order to reach the project goals. The Project Manager shall follow company guidelines for rewarding and disciplining employees. Also, the Project Manager shall maintain the company's equal employment opportunity guidelines in dealing with field employees. The Project Manager shall establish goals for direct reports and participate in the performance reviews of all field staff involved in the project.

Supervisory Responsibilities:

Supervises Project Administrator and Project Engineer

Qualification Requirements:

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Degree in Construction Management (equivalent degrees with experience may be considered).

Years of Experience:

- 5 to 10 years overall success as a Project Manager on large, complex, vertical constructions design-build projects with a track record of meeting schedule, budget, and high customer satisfaction
- 3 years of success in managing public works projects on military bases administered by USACE or NAVFAC, with these projects having achieved an overall rating of "Outstanding".
- Proven ability in monitoring and controlling budgets, including proficiency in the use of project management software, especially Procore.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending and configuring and operating office equipment. May need to perform visual inspections to confirm scope of work. Driving may be required – must have valid drivers license for three or more years with no more than one moving violation; proof of automobile liability insurance when driving personal vehicle.
- May be required to lift up to 50 pounds.

Work Environment: Generally, a good work environment. Work is performed indoors and outdoors, with moderate noise level due to light traffic, computers, printers, etc. Some travel required.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information.

Problem-Solving – Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.

Oral Communication – Speaks clearly and persuasively in positive or negative situations. Capable of speaking the language of business.

Planning/Organizing – Prioritizes and plans work activities and uses time efficiently.

Quality – Demonstrates accuracy and thoroughness and monitors own work to ensure quality.

Adaptability – Adapts to changes in the work environment, manages competing demands and is able to deal with frequent changes, delays or unexpected events.

Dependability – Is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Safety and Security – Observes safety and security procedures and uses equipment and materials properly.

Attention to Detail – Using attention to detail prioritizes and organizes work to achieve accurate results prior to deadlines.

Customer Focus – Establishes "partner" relationship with customers. Dedicated to meeting internal and external customers needs.

Initiative – Seeks out and seizes opportunities. Resourceful, achieves results despite lack of resources. Pushes self and others for results.

Listening – Listens for content, context, emotional content of message. Responds to directions, suggestions, and ideas.

Time Management – Uses time productively by organizing day in advance and integrating goals.