



Project Manager (K-12/Higher Education, GC/CM, and Design-Build Experience Required)

Bayley Construction is seeking a Project Manager with experience in K-12/Higher Education, GC/CM, and Design-Build projects. The ideal candidate will closely oversee and ensure that projects are run safely while meeting budget, schedule, quality control standards, and design specifications from start to finish. Responsibilities include initiating contract administration, scheduling, planning, cost control, and coordination, all in line with our company standards. The Project Manager serves as the interface between the company and the owner, fostering effective relationships and honing problem-resolution skills with the project team, owners, subcontractors, and vendors. Join us and lead the way in delivering outstanding educational facilities and innovative projects.

Essential Duties and Responsibilities:

- Order materials and maintain inventory levels promptly and accurately.
- Complete project billings on schedule.
- Coordinate with the Superintendent to manage labor, equipment, subcontractors, and material suppliers.
- Oversee pre-job planning and organize pre-job turnover and planning meetings.
- Develop and maintain project schedules, monitor critical path dates, and review milestone schedules.
- Establish project budgets and implement the cost code system in accordance with company policy.
- Supervise the activities of subcontractors and suppliers.
- Handle claims and change orders efficiently.
- Prepare subcontracts and purchase orders with necessary support and oversight.
- Ensure Foremen and Superintendents are well-informed about all subcontracts and purchase orders.
- Manage submittals and project reviews.
- Maintain positive and professional relationships with owners, subcontractors, and trade partners.
- Proactively identify and address cost and schedule-related issues with the Superintendent and Region President.
- Verify and process vendor invoices.
- Provide regular job progress reports.
- Complete job close-out processes and supply final cost and labor data to the estimating department.
- Assist the estimating department as needed.
- Manage and train Project Engineers assigned to the project.
- Complete the buyout process within 30 days of contract award.
- Prepare Owner and Trade Partner change orders.
- Perform other duties as assigned by management.

Experience & Education Guidelines:

- Experience in K-12/higher education, GC/CM, and Design-Build projects.
- Bachelor of Science in Construction Management, or equivalent work experience.
- A minimum of five years of experience in construction project management to ensure sufficient knowledge of field operational issues.
- Experience in project budget management & scheduling.
- Experience in estimating.
- Ability to interact and communicate effectively with others.
- A high level of analytical ability is required for project efficiency.
- Computer and software literacy required.
- Ability to perform in high-stress situations.
- Experience using Procore Project Management software is a bonus.
- Ability to demonstrate leadership.

Annual Salary Range: \$115,000 to \$140,000

We offer a comprehensive benefits package and are committed to creating a diverse and inclusive environment. Bayley Construction is an Equal Opportunity Employer. We value diversity and are dedicated to fostering an inclusive workplace for all employees. Please send your resumes to humanresources@bayley.net.