Job Title:	Senior Project Manager
Reporting Line:	Region President

Overall Results Expected

The Senior Project Manager (SPM) is a leader within the organization, responsible for managing challenging and complex projects from preconstruction through closeout. The SPM oversees project performance, client relationships, risk management, and team development, ensuring projects are delivered safely, on schedule, on or under budget, and to the highest quality standards (Operational Excellence, Bayley Core Values, and Principles).

Essential Duties and Responsibilities

- Key liaison between the company and the owner.
- Serve as the primary point of contact for clients, architects, engineers, and consultants (Core Focus – Building Authentic Relationships).
- Foster and maintain long-term client relationships through proactive communication and service.
- Lead the planning, execution, and completion of large, complex commercial, institutional, private, or public sector projects.
- Develop and manage project budgets, schedules, and logistics plans.
- Oversee contract administration, subcontractor management, and procurement strategies.
- Ensure compliance with safety standards, quality control, and risk management practices.
- Provide leadership and mentor Project Managers, Project Engineers, and field staff. Ensure the development and success of Project Managers and Project Engineers assigned to their projects. Coordinate with the Project Superintendent to manage labor, equipment, subcontractors, and material suppliers.
- Promote collaboration among project teams, design partners, and trade partners.
- Support the professional development of junior staff and contribute to company-wide knowledge sharing.
- Ensures coordination with Owner, preconstruction, and design teams to ensure alignment of program, design documents, and cost estimate throughout design progression.
- Reviews GMP proposal packages to confirm scope narratives, clarifications and assumptions, exclusions, schedules, and other critical information.
- Ensure that all projects are performed safely while meeting budget, schedule, quality standards, and design specifications.
- Ensure that project schedules are created and maintained by monitoring and reviewing critical path dates and milestone schedules. Participate in and understand project schedule preparation and weekly updates.
- Monitor financial performance, forecasting, and profitability across all phases of the project.
- Prepare or review Job Status Reports, change orders, pay applications, and invoices.
- Develop and implement recommendations to improve budgets and schedules based on monitoring and evaluation.
- Ensure that project invoices are submitted in a timely manner; continually monitor project cash flow and actively ensure a positive cash flow position.
- Ensure that cost reports, cash flow, billings, and forecast reports are up to date and accurate within Procore.
- In conjunction with the Project Team, resolve constructability issues.
- Ensure that all projects meet Quality Control standards.
- Demonstrate a collaborative leadership style with a focus on team success.
- Exhibit excellent problem-solving, conflict resolution, and decision-making skills.
- Ensure that the activities of subcontractors and suppliers are monitored and completed appropriately.

- Ensure that Subcontracts and Purchase Orders are completed on time, accurately, and in a manner that properly mitigates risk.
- Lead project reviews and problem resolution with owners, the design team, subcontractors, and suppliers.
- Maintain positive professional working relationships with owners, the design team, subcontractors, and vendors.
- Ensure job closeout functions are completed within 30 days of substantial completion.
- Actively contribute to business development efforts, including proposals and interviews.
- Provide input on company best practices, operational improvements, and market strategy.
- Represent the company in industry associations, community engagement, and networking opportunities.
- Other duties as assigned by management.

Experience & Education Qualifications:

- Bachelor's degree in Civil Engineering, Construction Management, or related field (equivalent work experience considered).
- 10+ years progressive experience in construction project management.
- 5+ years experience Progressive Design-Build and/or GC/CM project experience.
- Demonstrated record of delivering complex, successful projects.

Skills & Abilities:

- Solid understanding of the construction industry, job site safety requirements, contract management, planning and scheduling, budgets, building products, field operations, and relevant technology.
- Ability to build relationships and work collaboratively with internal project team, clients, design teams, and trade partners.
- Ability to interact and communicate with others clearly, effectively, and professionally in writing and verbally, both formally and informally
- Strong analytical and problem-solving skills, with the ability to think strategically and creatively.
- Ability to perform in high-stress situations.
- Ability to demonstrate leadership through mentorship, appropriate delegation of responsibilities, and maintaining team alignment.
- Strong knowledge of contract negotiation, project scheduling, estimating, and cost control.
- High level of fluency reading plans, specifications, and related project documents.
- Ability to conduct difficult conversations and reach favorable results in conflict resolution.
- Key competencies are leadership, initiative, strategic alignment, executive communication and influence, complex risk management, decision-making, process improvement, and coaching & mentoring.
- Technical Skills: Procore, Primavera Cloud, Bluebeam, On-Screen Take-off, MS Office Suite.

Compensation & Benefits

Base Salary: $150,000 to $168,000 per year.

Bayley Benefit Package

Additional Benefits:

- Bonus
- Profit Sharing
- Auto Allowance