Job Title:	Project Manager
Reporting Line:	Sr. Project Manager/Region President

Overall Results Expected

The Project Manager will closely oversee and ensure the project is run safely while meeting budget, schedule, quality control standards, and design specifications from the beginning of the project through completion. The Project Manager initiates contract administration, scheduling, planning, cost control, and coordination in line with company standards. The Project Manager is the interface between the company and owner, while building authentic relationships and problem-solving skills with the Project Team, owners, subcontractors, and vendors.

Essential Duties and Responsibilities

- Coordinates with Owner, preconstruction, and design teams to ensure alignment of program, design documents, and cost estimate throughout design progression.
- Develops subcontracting plans and bid packages.
- Prepares GMP proposal packages to include scope narratives, clarifications and assumptions, exclusions, schedules, and other critical information.
- Ensures that materials are ordered and quantities are maintained in a timely manner.
- Completes project billings in a timely manner.
- Coordinates with the Project Superintendent, managing labor, equipment, subcontractors, and material suppliers.
- Manages pre-job planning and is responsible for organizing pre-job turnover and planning meetings.
- Fully understands schedule logic. Assists with maintaining the project schedule; plans, monitors, and reviews critical path dates and milestones. Understands where the project stands in relation to the schedule and contractual obligations.
- Establishes project budgets and sets up the cost code system based on company policy.
- Manages the activities of subcontractors and suppliers.
- Coordinates, negotiates, and resolves claims and change orders in a timely manner.
- Prepares subcontracts and purchase orders with appropriate support and oversight.
- Ensures that foremen and superintendents understand all subcontracts and purchase orders.
- Manages submittals, project reviews, and problem resolution with owners, subcontractors, and suppliers.
- Maintains a positive, professional working relationship with owners, design teams, subcontractors, and vendors.
- Proactively identifies and provides resolutions for cost and schedule-related issues to the Superintendent.
- Verifies and processes invoices from vendors. Understands when to escalate issues to upper management.
- Provides job progress reports.
- Performs job close-out and furnishes final cost and labor production data to the estimating department within 30 days of substantial completion.
- Aids the estimating department as needed.
- Manages and trains Project Engineers assigned to the project.
- Performs other duties as assigned by management.
- Completes buyout within 30 days of contract award.
- Prepares owner and trade partner change orders.
- Performs business development in support of the business plan.
- Is proficient with contract language and notice provisions.

Experience & Education Qualifications:

- Bachelor's degree in Civil Engineering, Construction Management, or related field (equivalent work experience considered).
- 5+ years experience in construction project management.
- 5+ years experience Progressive Design-Build and/or GC/CM project experience.

Skills & Abilities:

- Solid understanding of the construction industry, job site safety requirements, contract management, planning and scheduling, estimating, budgets and cost control, building products, field operations, and relevant technology.
- Ability to build relationships, work collaboratively, and communicate effectively with internal project team, clients, design teams, and trade partners.
- Ability to perform in high-stress situations.
- Ability to demonstrate leadership through mentorship, appropriate delegation of responsibilities, and maintaining team alignment.
- Ability to conduct difficult conversations and reach favorable results in conflict resolution.
- High level of fluency reading plans, specifications, and related project documents.
- Ability to multi-task and independently manage time and meet strict deadlines.
- Strong analytical and problem-solving skills, with the ability to think strategically and creatively
- Key competencies are project execution, communication, collaboration, problem-solving, risk mitigation, managing for results, and coaching & mentoring.
- Technical Skills: Procore, Primavera Cloud, Bluebeam, On-Screen Take-off, MS Office Suite.

Compensation & Benefits

Base Salary: $130,000 to $150,000 per year.

Bayley Benefit Package

Additional Benefits:

- Bonus
- Profit Sharing
- Auto Allowance