

PROJECT MANAGER

REPORTS TO: Vice President

SUPERVISES: Project Engineers & Superintendents

PRIMARY FUNCTION:

Provide overall administration and coordination for his/her assigned projects for timely and profitable completion in a professional manner, thus ensuring the goals of the Owner, the Design Team and Willow Construction are met.

TYPICAL DUTIES:

1. Direct and support the Project Team.
2. Produce the overall schedule, and plan for the execution of project.
3. Prepare project enrollment form and approve estimate breakdown.
4. Coordinate between the Owner, Architect, and Subcontractors through the administration of project correspondence.
5. Conduct a pre-construction conference with the Project Superintendent, Project Engineer and Estimator to review documents, schedules, costs, specific issues, and areas of responsibility.
6. Supervise Progress Meetings and other essential meetings.
7. Regularly review the project schedule including two week look ahead and job status with the Project Superintendent.
8. Implement quality control and safety programs in concert with the Superintendent including.
9. Respond to labor problems and field supervisory issues.
10. Settle trade contractor and vendor disputes.
11. Facilitate and expedite Project Close-out including required training & start-up testing.

12. Schedule and conduct project closeout meeting.
13. Approve and compare vendor/subcontractor invoices to purchase orders or subcontracts to verify quantities, price, payment terms, freight charges, extensions, etc.
14. Prepare and present RCOs and OCOs to the Owner and Architect.
15. Maintain and improve client relations.
16. Administer “the owner contract.”
17. Administer subcontracts and purchase orders.
18. Prepare, review and maintain Estimate Status Report for assigned projects on a monthly basis.
19. Conduct Monthly Project review meeting with Vice-President.
20. Perform additional assignments per supervisor’s direction.

Job Specification:

- 4 year degree in Architecture, Construction, Engineering Management or Business
- 5 years experience in construction management
- 3 years experience in supervisory management
- Advanced knowledge of the construction industry and company operations.
- Extensive knowledge in human resource management
- Computer skills in scheduling, document management and accounting software
- Advanced knowledge in job costing, scheduling and project management.
- Excellent organizational, leadership, communication and analytical skills

How to Apply: To be considered for this position, please send your resume to joinourteam@willowconstruction.com.