



Job Description

Job Title: Project Manager
Department: Construction
Reports To: Director of Operations
FLSA Status: Exempt

SUMMARY

The Project Manager is responsible for all activities on their assigned jobs with the exception of manpower, which is to be coordinated through the Field Superintendents and Operations Manager. The Project Manager plans, directs, and coordinates activities of designated projects to ensure that the goals or objectives of the project are accomplished within the prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors and coordinators. The objective of this position is to a) produce a satisfied customer b) realize a profit equal to or exceeding the originally expected.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Meets with the estimator and acquires all information relating to an assigned project - Head start meeting.
- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
- Finalizes Work Order Budget and enter into the Company software.
- Schedules and moderates a turnover meeting for each project. The purpose of the turnover meeting is to communicate all pertinent project information to the personnel involved in the project.

The turnover meetings shall include, but not be limited to the following information:

- Project Information Sheet
 - Work Order/Budget
 - Contract Scope of Work
 - Proposal - with specific inclusions and exclusions
 - Plans, specifications, and addenda
 - Submittals
 - Any RFI's or Change Orders
 - Project Schedules
 - Duct and Pipe Standards
 - Safety Requirements
 - Documented Assignments
- Oversees the procurement, assembly, and approval of submittals. This is done in conjunction with the Project Coordinator.
 - Reviews each contract for signature by Director of Operations. Makes attachments or clarifications as necessary. Special attention is given to scope, liquidated damages, and schedule.

- Performs equipment buyouts on each project. Prior to making any commitments or assigning any P.O.'s, the proposed buyout shall be submitted to the Director of Operations for review.
- Purchases all equipment for each project. Purchase orders shall include phase codes, terms, ship dates, inclusions, delivery information, as well as any special requirements. These are entered into Company software.
- Writes subcontracts as necessary for work such as controls, insulation, balance, water treatment, etc.
- Oversees the expediting of equipment deliveries.
- Prepares and submits questions for clarification (RFI's) on all areas which contradict the scope of work or may require a change in scope of work. Receives all field generated RFI's for review. Forwards all fields RFI's to the general contractor as required.
- Prepares and submits all change orders for each project. Each C.O. will receive a number and be entered into a change order log. A copy shall be forwarded to the project coordinator and accounting. Follow up on all change orders is required until necessary paperwork is received from the general contractor.
- Reviews all project paperwork promptly and forwards all changes to field personnel.
- Attends weekly production meetings to discuss necessary project information.
- Attends regular project management meetings.
- Prepares monthly "Work in Progress" projections.
- Reviews weekly job cost reports. Makes corrections on misused phase codes or improper allocations and submits to coordinator for corrections.
- Project managers and project superintendents will meet to discuss overall job progress along with an open discussion period to talk about problems and improvements to be shared with the team. Since we do not have ample time to discuss the details of every project in our production meetings, an open line of communication is to be kept with superintendents and foremen. Constant communication will contribute to a smooth running project.
- A schedule of values is required on every job. Since the format varies from job to job, this requirement is to be verified before the first billing. The schedule of values is to be discussed with necessary superintendents and/or foremen to accurately project labor and material to the end of the billing period. All progress billings are to be approved by the Director of Operations before they are submitted to accounting.
- Project closeout and retention is a vital function of project management. All closeout requirements must be secured from the vendors and/or subcontractors well before the end of the project. Final punch list items must be completed immediately upon receipt followed by a letter confirming completion. Once start up, balance, and owner training are completed, a retention billing request shall be submitted to accounting. The retention billing does not need to follow the billing cycle for the project. During the closeout segment of the project, verify all completion dates and document any delays caused by circumstances out of our control.
- Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others.

SUPERVISORY RESPONSIBILITIES

Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or four(4) to six(6) years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistics, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Thorough understanding of blueprints and air conditioning principles and products, as well as the contracting process. Ability to use effectively the software currently being used by this position to include but not be limited to: Microsoft Excel, Microsoft Word, Promotion, Quickpen Job Center, Lotus Notes, etc.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

To apply, send resumes to Kathy Decoccp at kdecicco@csusa.us

I have received a copy of my job description for “ Project Management”.

Print Name

Signature

Date Received

Witnessed