

## **Project Manager - Glass Job Description for Kovach**

**Position:** Project Manager – Glass

**Location:** Chandler, Arizona

**Job Type:** Full-time

**Summary:** As a Project Manager of Kovach Enclosure Systems, you are to assume “Ownership” and “Visibility” of projects within the company. The Project Manager will be responsible for the expeditious flow of the contract as it moves through the various departments, Estimating, Contracts Administration, Engineering, Manufacturing, and eventual delivery to the field. The ultimate responsibility will be to maximize the efficiency and profit of the project by purchasing materials under budget, offering value engineered options, tracking project schedule and oversee the disbursement of materials and men to a particular jobsite.

### **Kovach’s Mission and Values:**

*At Kovach, we believe in sharing our success with the people who make it possible. Our employees are the driving force behind everything we achieve, which is why we proudly offer an Employee Stock Ownership Plan (ESOP). This program allows you to become an owner of the company, giving you a direct stake in its growth and prosperity. As the company continues to succeed, so does the value of your shares, offering you a powerful opportunity to build wealth and benefit from our long-term success. With an ESOP, your contributions directly impact both your future and the company’s future, creating a true partnership in our continued growth.*

**Our Mission:** Kovach's mission is crystal clear: to cultivate a thriving and profitable company that stands as a beacon of growth and opportunity. We are steadfastly dedicated to fostering an environment where individuals not only succeed but flourish. In doing so, we aim to strike a harmonious balance between robust financial health and a nurturing space for all our team members.

### **Our Core Values:**

- **Positivity:** Easy to work with, trusting, team player, and good communicator.
- **Own it:** Reliable, responsible, follows through, trustworthy, thorough.
- **Expertise:** Intelligent, innovative, and coachable.
- **Grit:** Tough, strong work ethic, and finds a way to get it done.

### **Essential Duties and Responsibilities:**

- **Development and Implementation of Project Schedule:** Lead the development and implementation of comprehensive project schedules, including sequencing and shop/field labor planning. Ensure alignment with project scope and specifications.

- **Kovach Liaison:** Act as the primary liaison between Kovach and key stakeholders, including General Contractor, Architect, Engineer, and Owner throughout the project duration.
- **Submittals and Materials Management:** Prepare and submit submittals and materials consistent with project scope and specifications. Manage substitution requests post-award, including product testing and related submissions.
- **Scope Review and Compliance:** Review scope, contract documents, and Kovach shop drawings to ensure compliance with specifications. Conduct regular assessments to maintain alignment with project requirements.
- **Project Schedule Management:** Create and regularly update the Kovach Project Schedule to ensure accurate tracking of project milestones and deadlines.
- **Material Take-offs and Cost Control:** Perform accurate material take-offs from shop drawings. Review material take-offs and releases for accuracy, while actively managing cost control for materials, labor, and equipment.
- **Reporting and Billing:** Generate and submit monthly cost-at-completion reports, billings, and billing projections. Draft and track requests for change orders (RCO's) to manage project variations effectively.
- **Procurement and Logistics:** Issue and track purchase orders (PO's) and material deliveries, obtaining multiple quotes for optimal pricing. Assist with equipment planning and logistics to ensure timely project execution.
- **Documentation and Compliance:** Distribute and utilize installation manuals. Adhere to LEED requirements and maintain internal check and balance systems (e.g., Timberline, submittal logs, change order logs).
- **Communication and Coordination:** Draft written communications to general contractors, architects, and consultants. Generate Requests for Information (RFI's) and communicate changes internally. Maintain effective communication, both internal and external, to facilitate project success.
- **Support and Preemptive Approach:** Provide field support until final completion of the project. Utilize a consistent preemptive approach across projects to anticipate and address challenges proactively.

#### **Skills and Qualifications:**

- **Business Acumen:** Demonstrated understanding of business principles and financial acumen. Ability to analyze market trends, assess business opportunities, and make informed decisions. Proven experience in budgeting, financial analysis, and strategic planning.
- **Communication Proficiency:** Exceptional written and verbal communication skills. Ability to convey complex ideas clearly and effectively to diverse audiences. Strong interpersonal skills for fostering positive relationships with internal and external stakeholders.
- **Problem Solving/Analysis:** Strong analytical and critical thinking skills. Proven ability to identify and solve complex problems efficiently. Experience in root cause analysis and implementing effective solutions.
- **Project Management:** Proven track record in project management, ensuring successful initiation, planning, execution, monitoring, and closure of projects. Ability to coordinate and manage multiple tasks simultaneously, meeting deadlines and delivering high-quality results.
- **Strategic Thinking:** Visionary and strategic mindset with the ability to align short-term goals with long-term objectives. Experience in developing and implementing strategic plans to drive organizational success.
- **Computer Literacy:** Proficient use of Microsoft Office tools (Word, Excel, Project, etc.). Familiarity with other relevant software and tools related to business analysis and project management.
- **Ability and Willingness to Learn:** Eagerness to acquire new skills, adapt to changes, and stay updated on industry trends. Openness to training and professional development opportunities.

**Personal Characteristics:**

- Embraces challenges, viewing them as opportunities rather than obstacles.
- Inspires and motivates, fostering a positive work environment.
- A trustworthy, reliable individual who motivates trust in others.
- Balances hard work with a genuine curiosity and concern for the well-being of colleagues.
- Networker adept at fostering meaningful conversations; an active listener.
- Ethical in all professional dealings, demonstrating emotional intelligence.

**Physical Demands:**

- This role involves frequent standing, walking, and climbing on construction sites.
- Must be capable of lifting and carrying up to 50 lbs.

- Manual dexterity for handling tools and equipment.

**Work Environment:**

- The role involves exposure to outdoor conditions and active construction sites.
- Noise levels may be high due to machinery and equipment.

**About Kovach:** Founded on robust client and vendor relationships, Kovach boasts a unique and influential organizational culture. Housing approximately 350 employees, our family extends across multiple states. We're not just about professional growth; we emphasize having fun while making an impact. Our annual sales touch approximately \$75 million, with growth expected in the years ahead. Our partnerships with the region's biggest general contractors have adorned Phoenix with iconic buildings, ranging from the Phoenix Airport and ASU campuses to the Talking Stick Resort and Casino.

**Job Type:** Full-time

**Benefits Offered:**

- 401(k) matching
- Comprehensive dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Generous paid time off
- Vision insurance

Kovach is an equal opportunity employer that values diversity and inclusivity in its workforce. We invite candidates who are keen to grow, contribute, and be a part of our success story.

Apply [here](#) or email Kearstyn Krause [Kearstynk@kovach.net](mailto:Kearstynk@kovach.net).