



## PROJECT MANAGER

**Reports To:** Project Executive

**Context:** Conductor

**Position Summary:** These skilled construction professionals manage multiple high-profile projects from pre-construction to final close-out, develop and maintain long-term client relationships, and deliver constructive feedback in managing client accounts. Project managers are ultimately responsible for ensuring that the project is delivered on time and on budget and for providing the client with accurate and timely reporting throughout the construction process.

**Qualifications:**

- Minimum 5 years Project Manager career in general construction. Minimum 2 years' experience in Retail and Tenant-Interior construction, highly preferred.
- Experience managing project teams.
- PC proficiency is essential with Microsoft Office and a strong working knowledge of Excel and MS Project and a sophisticated construction package is preferred.
- Bachelor's Degree highly preferred.

**Roles:**

Construction Projects

- Bid Manager
- Manager of Project Engineers by project
- Manager of Project Coordinators by project
- Manager of all resources, i.e. sub-contractors, job costs and time per job

**Skills & Abilities:**

- Strong communication skills and interpersonal faculties.
- Ability to work well under pressure with an acute sense of urgency.
- Problem solving skills.
- Proactive approach, able to think ahead.
- Results oriented and deadline sensitive.
- Ability to work independently with little direction.
- Ability to work in a small company culture with strong team environment.
- Ability to be highly organized, detail oriented & ability to prioritize multiple tasks at once through to completion.

- Think creatively with sound judgement.

**Key tangible metrics for achievement:**

1. Bid Manager

- Bid review meetings with Project Executive and/or Project Coordinator are scheduled.
- Proposal is created based on RFP from client and includes Project Schedule that fits into manageable DCC timeframe.
- Plans are reviewed for scope, and scope sheets are developed. Scope sheets are thorough and align to Sub-contractor bids.
- Final bid approval is obtained by Project Executive prior to submittal.
- A complete responsible bid is submitted to RFP. We win the jobs we want.

2. Project Start-up Phase:

- Ensures startup sheet is complete and correct and sent to Staff Accountant prior to Project Start.
- Review start up budget that PE entered into DCC project cost breakdown to ensure correct job costs and to ensure complete scope coverage.
- Determine reasonable billing schedule and ensure billing schedule matches contract exhibits; adjust as needed to suit contract.
- Ensure project start up tab is complete with accurate client and project information.
- Set up Billing Report prior to Project Start and keep current for PX to review at any time.
- Manage Billing Report daily, review project needs regularly and direct actions as needed in order to ensure project remains on track and meets scheduled deadline/s.
- Be familiar with plans and addendums/revisions; know the drawings, know the scopes and be ready to negotiate with subs, know the mall rules & regulations.
- Build a project schedule that can be distributed to all subs and clients at time of contract negotiations; project schedule includes start dates, clear milestones, end dates and client deliverables.
  - Project schedule is reviewed with Superintendent for accuracy.
  - A good schedule is used as an accountability tool.
- Review, negotiate and award subcontracts prior to issuance to ensure there are no scope gaps.

- Review and award material suppliers and ensure long-lead materials are ordered prior to start.
- Ensure project permits have been issued and are posted on the jobsite. No job begins without an issued and posted project permit.

### 3. Progressive Project Responsibilities:

- Review schedule on a weekly basis with Superintendent and update for weekly distribution to Sub-contractors and clients.
- Create RFI's and submit to Architect/Client.
  - Track response(s).
  - Determine potential cost & schedule implications, & generate appropriate change order.
- Manage Billing Report daily, ensure there is no scope creep on projects. Billing Report is kept current so that PX can review it at any time.
- Create owner change orders, and ensure they are submitted to Client as necessitated by schedule.
  - Track approval.
  - All changes should have a change order, and all change orders should have architect/client approval.
  - Number of currently open change orders is kept to a minimum, exposure is kept to a minimum by closing off change orders efficiently.
- Check all submittals for compliance with the contract documents and submit to Architect/Client.
  - Follow up with architect/client for response (approval, rejection, requirements to resubmit, etc.) and then notify subcontractors.
  - Approved material is delivered to project to suit project schedule.
- Generate Submittal/Procurement Schedule and ensure that the Submittal Log, Change Order and RFI Log are updated and correct.
- Ensure all pay applications are satisfied with contract payment terms (both from client as well as to subcontractors) through working with accounting department and Project Engineer/Coordinator.
- Review all plan revisions and ensure distribution to subs in a timely manner, include notification of any cost or schedule impacts.
- Lead all OAC conference calls so that the client feels the conference call was useful and a productive exchange of information.
- Ensure DCC project management representation when necessitated by the client, conscious of budget.

- Ensure all quality control expectations are met and exceeded.
  - All Superintendent timesheets, per-diems & expenses are reviewed and approved bi-weekly;
    - Ensure control of general conditions and ensure that Superintendents are documenting time regularly.
4. Project Closeout Phase:
- Ensure that FOM is scheduled to pre-punch one week prior to official Owners/Architects punch list.
  - Ensure DCC is represented at official punchlist meeting.
  - Ensure distribution of punchlist to all subs, and ensure clear timeframes for completion.
  - Review and approve/reject Subcontractor and supplier invoices for progressive and final payments.
    - Ensure invoicing matches subcontract terms and project budget.
  - Manage closeout process through Project Coordinator and Project Assistant to produce Close Out in a timely manner (within 45 days).
  - Ensure that all final sign offs have been obtained (from landlord, Building Department and client).

**Intangible:**

- Project team all feel supported, encouraged and challenged through your management.
- Commitment to excellence, company goals and expectations.
- Understand the scope, requirements and challenges of this position, in line with company goals and expectations.
- Clients feel connected and in-the-know and trust DCC's capabilities to complete tasks/jobs, always giving our best effort.

I have read and understand the functions outlined in this description for Project Manager. I understand these duties can be modified, changed or deleted at any time by management, with our without prior notification. I am able to perform these functions, with or without reasonable accommodation.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_