



Project Manager Job Description

Project Manager Is 100% Accountable & Responsible To:

1. Follow and enforce all company standards, systems and policies
2. Finish projects on or under-budget
3. Write all required subcontracts and material orders within the first 30 days of the start of the project
4. Work with Project Superintendent to order material in timely manner to avoid loss of productivity and delays
5. Maintain and update the project budget and job cost report and review with Company owner monthly
6. Maintain, manage & coordinate all project correspondence, paperwork, documentation, notices, RFI's, RFQ's, Change Orders, etc.
7. Coordinate and invoice customers per the contract on-time and per the contract every month
8. Manage, review, direct, approve and work with Project Superintendent to maintain and finish projects on-time per the approved project schedule. Includes: preparation and updating project schedules, communicate and send them out to all subcontractors & suppliers to meet updated and changing schedules. Direct and manage superintendents to coordinate all construction activities, schedule materials and labor for job, prepare weekly progress reports, and update schedules. Ensure superintendents direct all field personnel achieves completion of the project on schedule, within budget, and with quality workmanship.
9. Overall management of the Project Superintendent to schedule and coordinate all field workers, subcontractors and suppliers to meet schedule
10. Ensure Project Superintendent is holding weekly field project meetings with all subcontractors and suppliers who are working on the project and will be scheduled to work in the upcoming 4 weeks
11. Ensure Project Superintendent inspects and maintains quality workmanship and all construction is built per industry standards, contract documents, plans and specifications. Coordinate with Superintendent to ensure punch-list is completed in a timely manner to the satisfaction of the project owner.

12. Satisfy project owner, maintain good open communication channels & a positive relationship with customers, contractors, suppliers, and other employees to insure projects are successfully completed as a team.
13. Document and communicate with the project owner, subcontractors, suppliers as required by contract
14. Document all project issues, changes, notices, change order requests, request for information, etc.
15. Coordinate and obtain all project shop drawings and submittals
16. Coordinate all City, County, Federal, Utility Companies, Inspectors, Agencies, and entities required for project completion and success
17. Review 4 week 'Look-Ahead' schedule weekly with Project Superintendent every Friday / Monday
18. Review daily report of all activities, workers, inspections, etc.
19. Know and understand complete project plans, specifications, documents, reports, contract, subcontracts, purchase orders, and requirements
20. Maintain Company vehicle or personal vehicle in a clean and efficient manner to represent Company well
21. Communicate daily with the Project Superintendent to discuss project progress, requirements and goals
22. Represent company to customers, subcontractors, suppliers, vendors & employees in professional manner
23. Meet regularly with co. owner to review projects & ensure schedule, budget & quality are per co. standards.
24. Estimating - Assist with estimating, subcontractor bids, and material and labor takeoffs for bids as requested.