
Job Description Project Manager II

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Revision History:

Revision 1.0

Initial release.

This document was migrated from BD0055, Revision 1.0. Modifications: B|D logo removed, confidential statement was made corporate, and 'About This Document' section was made corporate.

Notes to Document Maintainer:

None.

ABOUT THIS DOCUMENT

This is a corporate level document and therefore should be regarded as applying to L.S. Black Constructors, Inc. or any of its affiliates (e.g. Black & Dew, LLC). Therefore, 'The Company' is a general term. If information should be regarded as specific to a particular company it will be caveated accordingly.

1 PURPOSE

1.1 The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Project Manager II of The Company.

2 BASIC FUNCTION

2.1 The basic function of the Project Manager II is to ensure that projects are planned, coordinated and completed in a timely, efficient, effective and profitable manner.

3 REPORTING RELATIONSHIPS

3.1 The Project Manager II reports to, and is accountable to, the Senior Project Manager

3.2 The following positions report directly to the Project Manager II:

3.2.1 Project Manager I (when assigned to the project)

3.2.2 Project Superintendents

4 JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

4.1 EDUCATION

4.1.1 Required: Bachelor's Degree in Engineering (or other construction related field) or four (4) years of directly related experiences.

4.1.2 Preferred: Post Graduate Degree

4.2 LICENSING/REGISTRATION/CERTIFICATION

4.2.1 Required: Valid Driver's License

4.2.2 Preferred: Minnesota Professional Engineers License

4.3 EXPERIENCE

4.3.1 Required: Three or more years of experience as a Project Manager (or equivalent position) in a construction related organization with a minimum of \$10,000,000 in annual sales.

4.3.2 Preferred: Knowledge of Timberline Software and experience in its project management applications. Also knowledge of Microsoft Office Product Suite, (Outlook, Excel, Word) and Microsoft Project.

4.4 SKILLS, KNOWLEDGE, AND ABILITIES

4.4.1 Extensive knowledge of the general construction industry and the sub trades

4.4.2 Knowledge of construction estimating techniques and standards

4.4.3 Ability to negotiate with owners, architects, engineers, subcontractors and suppliers.

4.4.4 Basic knowledge of construction legal issues including contracts, liens, labor standards, retainage and other related topics.

4.4.5 Ability to manage all aspects of construction projects up to \$8,000,000 effectively and efficiently including but not limited to Budgeting, Scheduling, QA (Spec Compliance), Submittals.....

4.4.6 Ability to identify, troubleshoot and resolve problems on projects before they become major issues,

4.4.7 Ability to develop business relationships to increase the company's presence in the business community.

4.4.8 Ability to handle multiple tasks at the same time while maintaining attention to detail.

4.4.9 Ability to meet scheduling deadlines

4.4.10 Ability to work in stressful situations

4.4.11 Ability to juggle resources to meet owner deadlines

4.4.12 Knowledge of Timberline Project Management software

4.4.13 Knowledge of Microsoft Project software (or equivalent applications)

4.4.14 Knowledge of Microsoft Office Applications

4.4.15 Excellent written and verbal communication skills

4.4.16 Ability to supervise subordinate Project Managers and field personnel.

4.4.17 Ability to interact with senior management

5 AUTHORITY

5.1 The Project Manager is selected and appointed by the Senior Project Manager and has been delegated the authority required to successfully accomplish all of the duties and responsibilities of this position.

6 DUTIES AND RESPONSIBILITIES

6.1 Prepare Schedule of Values and Job Cost Estimates for new project quotes or negotiations. Estimates will include contingency reserves and warranty reserves.

6.2 Negotiate favorable Fee structure (and cost savings splits) with owners.

6.3 Set up (or supervise the set-up) new jobs in Timberline on a timely basis, including (but not limited to):

6.3.1 Initial Schedule of Values and Cost Estimate

6.3.2 Project Checklist

6.3.3 Project Schedule

6.3.4 Submittal Log

6.4 Buy-out materials and sub-contractors at or below the amount in the original estimate. Initiate Subcontract process in Timberline.

6.5 Manage the project on a daily, weekly and monthly basis including (but not limited to):

6.5.1 Prepare Requests for Payment within the required time frame. Ensure that the project is always in a positive cash position (i.e., Billings are in excess of costs and estimated earnings).

6.5.2 Monitor, follow-up and collect all project receivables within the Contract's terms.

6.5.3 Meet with owner (or owner representatives) weekly to monitor project progress, review issues and to ensure that owner is "HAPPY" with The Company's performance.

- 6.5.4 Complete buy-out of all subcontracts, material and other suppliers (if applicable) within four (4) weeks of Prime Contract Execution. Close out commitments using the Budget Adjustment Procedure to ensure that the Total Estimate and Commitments equal (no remaining to commit amounts).
- 6.5.5 Supervise Project Superintendent to ensure project is on schedule and on budget.
- 6.5.6 Monitor and maintain the project schedule including scheduling subcontractors, material suppliers and other vendors.
- 6.5.7 Ensure all items on the Project checklist have been completed as required.
- 6.5.8 Coordination of all project submittals. Monitor submittal log to ensure all open items are resolved in a timely manner.
- 6.5.9 Coordinate with the Project Superintendent all Requests for Information (RFI). Ensure that all field RFI's have been entered into the Timberline system. Review the RFI log to ensure that all open items are resolved on a timely basis.
- 6.5.10 Identify, document and discuss with owner all Change Requests in a timely manner. Monitor the Pending Change Request Log to ensure that all Change Requests have been resolved in a timely manner with the owner.
- 6.5.11 Process Change Orders for all approved Change Requests. Adjust estimates, project schedule, submittals and other change order requirements in a timely manner.
- 6.5.12 Monitor cost issues daily and adjust estimates as required to ensure estimated costs are a true and accurate projection of final project costs.
- 6.5.13 Approve all subcontractor and supplier invoices prior to the month-end billing cut-off verifying the amount and cost code to be charged.
- 6.5.14 Complete the close-out paperwork and insure that the punch list is completed in a timely and cost-effective way.
- 6.5.15 Close out project in a timely manner.
- 6.6 Attend all required company meetings
- 6.7 Prepare all required company reports in an accurate and timely manner.
- 6.8 Represent the company in a professional business-like manner.
- 6.9 Develop and maintain business relationships which result in new business for the company.

- 6.10 Comply with all company policies and procedures
- 6.11 Maintain confidentiality of all company and client information.
- 6.12 Any other duties assigned by the Senior Project Manager.

7 MEASURES OF PERFORMANCE

The Project Manager II of The Company shall be deemed to be performing in an acceptable manner when the following have been accomplished:

- 7.1 All projects are completed within the contractual terms, in accordance with project specifications and on budget
- 7.2 All project documentation (project files) is accurate, complete and up to date.
- 7.3 Estimates of project costs are accurately maintained on a weekly basis.
- 7.4 Warranties, final sign-offs and punch lists are completed within 30 days of substantial completion. Exception would be winter or weather delays (i.e., landscape, paving, etc)
- 7.5 Profits (Fees) for all projects meet or exceed initial estimates on both a dollar and percentage basis.
- 7.6 Owners are HAPPY and will use The Company for future projects.
- 7.7 Meet or exceed goals for new business development.
- 7.8 Project Manager is in compliance with The Company's Policies and Procedures

8 Acknowledgment

8.1 I have reviewed and understand the above job description and believe it to be *accurate* and *complete*, and I can successfully fulfill each duty or task. I also agree management retains the right to change this job description at any time.

Employee's Signature

Date

Immediate Supervisor's Signature

Date