



## PROJECT MANAGER JOB DESCRIPTION

### **Job Summary:**

The Project Manager (“PM”) is the administrative leader of the project. Their responsibilities include planning, organizing, and administering the contract with the owner as well as contracts with all subcontractors. They monitor and proactively manage all costs, contract changes and other financial aspects of the project, as well as the contract time and any changes thereto, and report accordingly both internally and externally to the client. They work in close coordination with the field Superintendent to ensure the timely and cost-effective execution of a quality project, which results in a client who is satisfied with SG Contracting (“SG”) through the proficient use of various tools provided by SG.

The PM fulfills the critical role of the timely procurement, review, approval, and ultimate delivery to the project site of all building components, including the labor, materials, equipment, and subcontractors so that the Superintendent can efficiently and safely prosecute timely, profitable, and quality Work. The PM is responsible to SG for all such project components and resources to adhere in strict compliance to the contract documents and the project schedule established by the PM and Superintendent at commencement.

The PM is wholly responsible for all the duties of this position which may be performed on their own or with a staff of subordinates, depending on the size and complexity of the project.

### **Experience:**

- Three (3) years, +/-, experience as an Assistant Project Manager
- Six (6) to ten (10) years of construction experience.
- Has mastered the duties and responsibilities of an Assistant Project Manager.
- Preferred four-year degree in a construction-related curriculum.

### **Responsibilities:**

- Promote the growth and development of client and designer relationships.
- Represent the company and SG project team in a positive manner in all project meetings.
- Maintain positive working relationship with client and Architect and/or Engineer (“A/E”) contacts to facilitate successful project execution.
- Attend all client-initiated meetings and ceremonial events as well as maintaining regular contact to ensure their satisfaction with specific project progress and results.
- Represent SG at all times in such a manner as will enhance the reputation of the firm.
- Seek and identify new work opportunities and inform the Sr. Project Manager, Director of Operations (“DO”), and Business Development of potential projects with current and potential clients.
- Regularly participate in presentations to secure new work for SG.



- Participate, as time allows, in industry-related organizations to network and promote the interests of SG.
- Arrange and attend other networking and client development functions as approved by the DM.
- Has demonstrated the ability to interact with Owners with positive results. Can communicate with both written and verbal skill and carries themselves professionally in all meetings and interactions. Is viewed as a true advocate of the Owner and someone they can rely on to build a team as well as a building.
- Has demonstrated the ability to interact with A/E's with positive results. Can communicate with both written and verbal skill and carries themselves professionally in all meetings and interactions. Is viewed by A/E's as a collaborator who is a positive influence on the team dynamics.
- Has demonstrated the ability to interact with subcontractors with positive results. Can communicate with both written and verbal skill and carries themselves professionally in all meetings and interactions. Is viewed as a leader and exercises a "firm but fair" policy. Is seen as a PM who can aid the subcontractors in achieving their own project goals.
- Participate with the DO in negotiation of the Owner-Contractor contract terms and conditions.
- Maintain a detailed knowledge of all key Owner and Contractor contract terms and conditions.
- Draft, secure DO approval, and execute all project subcontracts and purchase orders in compliance with project goals and corporate policies.
- Secure a quick resolution of any subcontract changes with the DO. Involves the DO for any critical term changes.
- Comply with critical Owner contract terms and conditions, namely contract price/GMP, and contract time parameters to ensure SG's interests and risks are protected.
- Involve the DO in solving contract-related problems to eliminate or minimize SG's risk.
- Assist in managing the client throughout the preconstruction process, if required.
- When requested, participate in design/preconstruction meetings providing input to Preconstruction and the client.
- Assist in assembling preconstruction deliverables, required of an assigned client, when requested.
- With Superintendent, develop the logistics and construction plans and work closely with SG's Preconstruction so that the appropriate general conditions and trade budgets reflect the proper construction time, means, and methods required to properly execute the Work.
- Promote the growth and development of subcontractor and vendor relationships through positive interaction.



- Be familiar with all policies and processes as it relates to this position.
- With the DO, establish project objectives, policies and procedures, and performance standards within boundaries of corporate policy.
- With the Superintendent, prepare the long-term construction execution plan, allowing adequate time for proper commissioning and punch list completion.
- Establish and clearly communicate the execution plan in the form of a logical, networked project schedule. Regularly update and review the schedule detail for on-site compliance, identify issues, and immediately address any and all delays with responsible trade(s).
- Execute timely and thorough buyout of all project trades, materials, and equipment.
- Expedite and ensure the on-time or early delivery of all project components and trades in the planned sequence to allow the Superintendent to efficiently complete the project on-time.
- Generate and maintain a consistent sense of urgency throughout the project team and extended sub/supplier team to maintain the energy level required to stay on or ahead of schedule throughout the project.
- Ability to monitor and evaluate construction progress, trade performance, and ensure all projects are completed within the Contract Time.
- Provide technical assistance and support to the Superintendent for all project components.
- Ability to assess projects and identify construction issues, problems, etc. in a timely manner and assemble the resources to efficiently address these issues.
- Provide positive encouragement and support to the Superintendent and all trades.
- Timely identification all potential legal problems and litigation for projects and review them with the DO.
- Execute all steps for timely project close-out.
- Take an active role in your professional development process and facilitate comprehensive training to guide yourself and subordinates towards successful career growth within the company.
- Manage financial aspects of contracts to protect client and Company interests.
- Convert the estimate into the formal construction budget and prepare all required budget revisions for the DO's review/approval.
- Detailed analysis and preparation of monthly projected cost reports, making all corrections under DO review prior to delivery to DO and transmittal to SG's accounting.
- Prepare and submit month Owner pay applications to the Owner.
- Detailed review and approval of all subcontractor pay applications and preparation of second tier payments via joint checks.
- Review, verification, and approval of all project material invoices.



- Determine if any subcontractor/supplier payments should be withheld and aggressively resolve all reasons for such non-payment. Immediately inform the supervisor of any escalating issues related to the same.
- Prepare all necessary cost corrections for review and approval by supervisor.
- Prepare Owner Change Order Proposals for review and approval by Owner.
- Prepare all Owner Change Orders and subcontractor change orders.
- Prepare drafts of all Owner related correspondence and monthly reports, for review and approval by DO.

**Safety:**

- Work with the Superintendent and Company Safety Manager to develop, implement, maintain, and enforce the company safety program.
- Conduct monthly documented safety reviews of current project safety conditions, share results with, and recommend any course of action to the Superintendent.
- Work with the Superintendent and Safety Manager to prepare and update the site safety plan in anticipation of evolving project hazards.
- Immediately respond to any jobsite crisis in conjunction with the DO, office Safety Manager, and per SG's policy.
- Exhibit the personal behavior in regard to safety that demonstrates the commitment to return all workers home safely each and every day.

**Licensure/Certification:**

- Preferred achievement of LEEF AP.
- Possess an OSHA 30 Hour certification.