

JOB TITLE -PROJECT MANAGER

REPORTS TO-PROJECT EXECUTIVE/VP OF OPERATIONS

General Summary of the Position: Under the instruction of the Project Executive, the incumbent is responsible for overall project planning and scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with quality standards. The construction project manager responsibilities span a broad spectrum, covering all the areas of project management like - Project Planning, Cost Management, Time Management, Quality Management, Contract Administration, and Safety Management

ESSENTIAL DUTIES AND RESPONSIBILITIES-

- Charting out the project objectives and plans, setting performance requirements, and selecting project participants.
- Participate in pre-construction and bid process / value engineering; estimating support.
- Create and define scope definitions
- Perform plan and specification reviews; interface with design team
- Bringing about optimum utilization of resources- labor, materials and equipment, and ensuring their procurement at most cost-effective terms.
- Negotiate and manage Owner and Subcontractor contracts.
- Implementation of various operations through proper coordination.
- Development of effective communications and mechanisms for resolving conflicts among the various participants.
- Oversee the construction project from start to finish.
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Create the teams, develop the objectives/goals of each and assign individual responsibilities.
- Facilitate Team, OAC, subcontractor meetings
- Project accounting functions. Must develop the highest standard of understanding and proficient use of **ALL** Procore financial tools and reports including but not limited to.
 - JMI General Cost Codes
 - Development of a Schedule of Values
 - Budget Creation within Procore
 - Contract issuance (Procore work flow process)
 - Buyout and Tracking (Procore Reports)
 - Commitments (Procore work flow process)
 - Development and Creation of Complete Exhibits B and D
 - Purchase Order Creation
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- Manage the budget, tracking if team expenses and minimizing exposure and risk in the project; responsible for budget reporting, cost control, (PCO, COR, CO, PCCO), sub compliance, monthly billing, and lender inspections.
- Create and manage project reports (Owner / Company)
- Create and manage project schedule (with Superintendent); ensure that construction activities move according to predetermined schedule.
- Devise the project work plans and make revisions as and when need arises.
- Communicate effectively with the subcontractors responsible for completing various phases of the project.
- Manage team and oversee all project activities (RFIs, submittals)
- Co-ordinate the efforts of all parties involved in the project, which include the architects, consultants, sub-contractors and laborers.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Change order management.
- Ensure project documents are complete.
- Identify the elements of project design and construction likely to give rise to disputes and claims.
- Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client.
- Interface and meet requirements of other departments (Accounting, Safety, HR, Payroll, VPs)

SUPERVISORY RESPONSIBILITIES-

- Directly supervises Superintendent, Assistant Project Manager, Project Engineer and consultants involved in the project.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Participates in hiring and training of Assistant Project Manager, Project Engineers, Superintendent, Assistant Superintendent. Planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving issues.

To perform this job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

COMPETENCIES

- Analytical-the individual synthesizes complex or diverse information.

- Problem-Solving-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully. Individual uses this information to assist the project team and disperse any pertinent solutions.
- Oral Communication-the individual speaks clearly and persuasively in both positive and negative situations. The individual maintains and assists in communication with all members of the project team.
- Planning/Organizing-the individual prioritizes, plans work activities and uses time efficiently.
- Quality-the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability-the individual adapts to changes in the work environment and/or schedule, manages competing demands and deals with frequent changes, delays or unexpected events.
- Dependability-the individual is consistently at work and on time, follows instructions, and responds to management direction. The individual solicits feedback to improve performance and receives management and team feedback in a positive manner.
- Safety and Security-the individual observes safety and security procedures and uses equipment (i.e. computer, laptop) and company materials properly and efficiently.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND EXPERIENCE

A four-year Bachelor's degree in civil engineering. A postgraduate degree in construction management is an added advantage.

Minimum 5 years of experience in construction projects.

SKILLS

Language Skills- Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions. Write routine reports, document meetings and create general correspondence documents. Communicate clearly and effectively with team members.

Mathematical Skills-Ability to add and subtract, multiply and divide, using whole numbers, common fractions and decimals. Ability to compute rates and percentages and understand graphs.

Reasoning Ability-Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Computer Skills-To perform the job successfully, an individual should be proficient with construction software such as Pro-Core and have knowledge of word processing, excel spreadsheets, e-mail software and use of the internet.

Thorough knowledge of legal issues and safety standards is essential

QUALITATIVE AND OTHER ATTRIBUTES REQUIRED:

Ability to plan and organize a team effort.

Good client management and goodwill building ability.

Capacity to motivate, lead and boost morale of the teams.

Effective time management and logical decision-making ability.

Capacity to handle pressure.

Willingness to travel extensively across the construction sites.

Physical and mental fitness is a given.

Strong focus on quality.

PHYSICAL DEMANDS-

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger handle or feel; full time use of computer laptop; reach with hands and arms and talk and hear. The employee must regularly lift and/or move up to 25 pounds or more.

Johnstone Moyer retains the sole right and discretion to make changes to this job description.

