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## JOB DESCRIPTION PROJECT MANAGER

### Summary:

To provide management oversight for all phases of Multi-Family construction projects, including coordinating employees, subcontractors, material and equipment, ensuring that specifications are being followed, and work is proceeding with quality, on schedule and within budget.

### Principle Project Management Duties:

- Develops a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources.
- Minimizes exposure and risk by implementing and audits safety standards and quality assurance controls (Pavilion Pride Manual)
- Coordinates work of subcontractors working on various phases of multiple projects.
- Oversees performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- Is responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Supervises assistant managers and superintendents, reviews their reports, checks on any reported difficulties, and corrects any safety violations or other reported deficiencies.
- Tracks and controls construction schedule and associated costs to achieve completion of projects within time and monies allocated.
- Reports to owner, architects and portfolio managers about progress and any necessary modifications of plans that seem indicated. Plans, implements, tracks and closeout / turnover of construction projects. Conducts project meetings.
- Manages day to day operational and tactical aspects of multiple construction projects in a supervisory role
- Manages day to day client interactions and expectations, directly or in a supervisory role
- Accurately forecasts revenue, profitability and project costs
- Manages to and achieves revenue goals set for projects
- Generates and issues regular internal and external project reporting through company software (Viewpoint)
- Proactively identifies changes in project scope and ensures appropriate measures are taken
- Projects changes in scope and revenue
- Administers Submittal Review process between Subcontractors/Suppliers and design team.

### Knowledge, Skills and Abilities:

- Strong written and oral communication skills
- Strong interpersonal skills

- Strong negotiating skills
- Strong computer skills, emphasis on Microsoft Office, Microsoft Project, Viewpoint
- Dispute Resolution
- Financial and Job Cost Accounting Knowledge
- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency

Supervisory Responsibilities:

- Project Team: Superintendent, Assistant Superintendent, Project Engineer, Project Assistant, Estimator (if requested to provide costing services)
- Must be able to perform at all project management levels

Training / Employee Development Responsibilities:

- Professional development of directly supervised employees to ensure their growth within the portfolio
- Continuing Education to expand knowledge base

Working Conditions:

- Extensive airline and automobile travel required (Up to 4 weeks per month)
- Work in an office and field environment
- Must be able to lift 25 pounds
- Must be able to sustain posture in a seated position for prolonged periods of time
- Overtime may be required to meet project deadlines
- Dexterity of hands and fingers to operate a computer keyboard, mouse and other business machines

Reports to: Project Executive

Additional Responsibilities / Conditions: