



PROJECT MANAGER

MINIMUM YEARS EXPERIENCE: **5-10 Years Plus**

REPORTS TO: **President**

WAGE: **Salary, \$60,000 - \$90,000 Annually (Based on Experience)**
Structured Bonus Plan \$5,000 - \$20,000 (10%-20% of Wage)
Pending Job Performance
Vehicle Allowance/Gas Card/SunPass
2 Weeks Paid Vacation (10 Days) - After 90 Days Employment
7 Days Paid National Holidays - After 90 Days Employment

PRIMARY PURPOSE:

The Project Manager is and will remain the first line of communication with the client and or client's representative throughout the course of the project. The project manager is responsible for effectively planning, scheduling and budgeting the labor, materials and subcontractors on the project; and assumes responsibility for all aspects of the project from inception to completion.

MAJOR RESPONSIBILITIES & DUTIES:

Project Involvement & Project Planning Responsibilities
Project Manger should visit projects Once a Week at a minimum

The project manager is responsible for reviewing, submitting and following up on Action List items.

The project manager is responsible for ensuring all RFIs are written timely and followed up on.

The project manager will coordinate and collaborate with the General Contractor and any other trades on the project as required.

The project manager is responsible for reviewing specs and preparing material submittals in a timely manner. The Project Manager will be responsible for initiating and conducting the following meetings:

Project Estimate Hand-Off Meeting

Project Resource Planning Meeting

Client Pre-Construction Meeting

Project Post Mortem Meeting

The Project Manager will use the Project Resource Planning Meeting to develop a tactical plan to approach including planning all the labor, materials, access requirements and tools needs to complete the project.

The project manager will create quantities take-offs for all buyout processes and perform the initial 80% Metal Order and any other subsequent orders as required.

The Project Manager is responsible for setting up, administering and maintaining the Direct Owner Purchase Order Process (DOP). The PM is responsible for tracking cumulative invoices to date.



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The Project Manager is responsible for resourcing subcontractors, and buying out each aspect of the project.

This includes setting up the SUBs SOV sheet and mainting the weekly progress of the work.

The Project Manager will use the Client Pre-Con Planning Meeting and CHECKLIST understand and develop the contractors approach to the project. See Client Pre-Con Check-List

Cost Control

The Project Manager has a profit and loss responsibilty and is held accountable for producing the predetermined estimated profit margin for the project by reviewing and completing the following:

Weekly Job Cost Reports (Positive/Negative Variances)

Weekly Explanation and Recovery Plan for negative Variances.

Weekly Reclasses to Estimated Cost (Move Money to Fund Sub Codes / Balance Budget Cost)

Monthly Change Order Request (Change Orders) in Timberline and reporting on jobcost accurately.

Once Project is more than 75% Complete, perform weekly "Cost at Complete" Forecast worksheet.

The project manager is responsible for collecting and processing all invoices timely:

Sub Invoices processed and returned to Admin No Later Than Tuesday Close of Business.

All Material (Payable) Invoices no later than Friday 9am of each week.

The project manager is responsible for the timeliness and accuracy of all invoiceing to the client.

The project manager inputs his monthly billings by the **5 days prior** to contract due date.

The Project Manager will be responsible for developing the job cost input sheet (budget).

The Project Manager will be responsible for creating the Project Schedule of Values and review with client prior to each month billings ("Pencil Copy").

Quality Control

The project manager is responsible for conducting his own Quality Control Audits and reporting and deficiancies to the General Superintendent for follow up and correction.

Document Control

The project manager will prepare the Foremans Manuel (Black Folder) for the foreman and superintendents involved and any necessary documents required to run the project and maintain a steady and efficiant construtoin process.

Inspect current construction documents with General Superintendent.

Email/Deliver weekly paperwork to and from jobsites.

The project amanger is responsible for ensuring all answered RFIs and Change Orders are provided to the field in a timely manner to avoid delays and rework.

The project amanger is responsble for ensuring all needs and request from the field are satisfied in a timely manner to avoid delays and be sure the schedule is maintained.



PROJECT MANAGER

Safety

Understands OSHA standards and facilitates a safe work environment.

Immediately Reports all Accidents to Vice President.

KEYS FOR SUCCESS (Bi-Annual Review):

Each Job has been completed on or ahead of schedule within the cost estimate and high quality.

Good customer relations are maintained with customer and public.

Identifies key Raynor employees and Promotes Lower Level Supervision.

Recruit, maintain and promote quality Raynor In-house Mechanics & Supervision.

Employee Acceptance: _____

Rate: _____

Date: _____