

## Project Manager Job Description

### **Position Summary**

The Project Manager is responsible for managing all phases of the construction project. This role includes managing relationships with construction managers, architects, engineers, subcontractors, suppliers, and superintendents. The Project Manager ensures that the project is completed on time, within scope and within budget. Time management, cost control, safety, quality assurance, and resolving all issues and conflicts that arise to produce quality work, in accordance with the project contract documents, is of utmost importance. The Project Manager oversees the Superintendent and all field personnel.

### **Specific Duties and Responsibilities**

Responsibilities include, but are not limited to:

- Compare vendor/subcontractor bid-day quotes and proposals for owners to buyout.
- Process Letters of Intent when directed by the Estimator or Owner.
- Communicate project administrative requirements with subcontractors and vendors after Letter of Intent has been sent, per project requirements. Establish contacts and create relationships with office and field staff of subcontractors/vendors. Discuss expectations of work quality. Share schedule and track future requests accordingly.
- Assist Project Administrator with project requirements needing submission (subcontractor/vendor documents required, tax exempts etc.)
- Represent OWI as the direct contact from the CM of GC Management team
- Conduct/attend on turnover meeting from Estimator to project management team (inclusive of key site personnel)
- Request, review, and process submittals, RFIs, shop drawings through Aconex/Procore or other means to Construction Manager for review. Communicate status from A/E and CM back to subs/vendors, or record, or follow up. Speak to coordination concerns as they arrive from CM.
- Monitor ASIs, SKs, PRs, and RFI responses and present to Owner when a cost impact is present. Keep clean (current log) for review at all times of above said items.
- Request/create procurement log for subcontractor and vendor material(s)/equipment.
- Process the workflow from changing job-conditions from CM updates to our files (S-Drive and PlanGrid) for further turnover to OWI Team (field and office). Communicate and discuss all changes from CM/GC to OWI Management and Field Staff. Review for conflicts and changes (+/-). Update internal schedule and provide 4 week look-ahead. Communicate schedule changes to subcontractors/vendors. Determine needed resources (manpower/material/equipment). Track schedule and advise of cost impacts or roadblocks. Inform subcontractors/suppliers if appropriate.
- Code vendor invoices, field receipts and subcontractors' AIAs (when they arrive), for processing/payment per terms of subcontract. Question and reject unauthorized billings. Communicate acceptance/rejection of billings with subcontractors/vendors.
- Draft and present monthly AIAs for approval. Track and bill allowances. Summarize and submit T & M work for change orders. Follow up with Owner for signature and notary.

- Prepare, submit, and monitor change order proposals and change orders and input into Timberline. Finalize contract cost revisions in Timberline once change orders are received. Issue change order to subcontractor/vendor if applicable. Inform Owner of all change order requests and approvals.
- Attend weekly PM meetings. Relay pertinent data to Superintendent and Foreman, including schedules and manpower.
- Coordinate subcontractor's work and material/equipment release to hit targeted installation dates.
- Review internally and externally that all subcontractors/vendors are working off approved material documents and they are permitted to access site (badge, clearance, safety training, OSHA 10/30, insurance, contract/PO execution).
- Supervise or coordinate supervision with Superintendent to ensure installations are conducted in a timely and safe manner. Verify that appropriate training is in place for field personnel using equipment and for those signing off on scaffolding/stair towers. Ensure Toolbox Talks are taking place. Review labor and scheduling with Superintendent, site Foreman, and field crews.
- Ensure project is completed safely, in time, within scope and on budget.
- Request, process and submit closeout documents (O&Ms, warranties, training, attic stock). Log all material and follow through with completions/approvals. Keep log up to date at all times.
- Coordinate and track completion of punch list.
- Conduct all work in a manner that allows for continued business with client (CM/GC/Owner), and subcontractors/vendors.

## Requirement and Qualifications

1. Bachelors' Degree in Construction Management or equivalent work experience is a plus.
2. 5-10 years of project management experience in commercial projects.
3. Must have valid driver's license and ability to travel may be required.
4. OSHA 10 training

### *Disclosures*

This job description does not list all the duties of the job. You may be asked by the Company to perform other job duties and tasks, some of which may be essential to the position. The Company has the right to revise this job description at any time. The job description is not a contract, either express or implied. You are an at-will employee, meaning you or the Company may terminate your employment at any time, with or without notice.

***OWI Contractors, LLC is an Equal Opportunity Employer. We are committed to the policy of equal employment in recruiting, hiring, and all other personnel practices. We do not discriminate against qualified applicants based upon membership in any protected group, including but not limited to race, color, creed, religion, gender, national origin, ancestry, age, marital status, military or veteran status, sex, sexual orientation, physical or mental disability, or any other characteristic protected by federal, state, or local law.***