

BLACKFORD

Send All Application and Resumes To: careers@BlackfordUSA.com

Position: Project Manager

Employment Type: Full Time

Reports To:

Direct Reports: Project Engineer, Project Administrators

Job Summary

Responsible for the planning, execution, and closeout of one or more construction projects. Oversees all aspects for the project including estimating, field supervision, subcontractors, architects/engineers, and owners. Primary focus on attention to the financial health of the project and performing the work within the contractual obligations for each project.

Specific Duties

- Responsible for managing, coordinating, and administering a group of projects or one major project from conceptual stages through all phases of the projects, with the assistance of the project team
- Responsible for overall performance of the project team and ensuring project completion within budget, schedule and in conformance with specifications
- Reviews contracts, scope documents, and available data for the project, and establishes schedules and budgets for compliance with project requirements and contract obligations
- Takes leadership initiative in working with all internal team members, and all client departments including cost/scheduling, procurement, quality assurance, construction, contracts, legal, labor relations, finance, accounting and other services and departments as required to successfully manage the project, and achieve an integrated project team approach to the work
- Takes leadership initiative in working with designers, contractors and governing municipal agencies on behalf of the client to ensure the project schedule, budget, and quality requirements are delivered to satisfaction
- Initiates and directs the planning, development, and continuous monitoring of the project scope, procedures, budget and overall project schedule
- Reviews and comments on all design submissions, change orders, and contracts/sub-contracts, and represents the client interests to ensure control over and validate that all change orders are current, fair and adequate
- Reviews and validates all comments received from governing municipal agencies on behalf of the client and coordinates timely resolutions to maintain project schedule, budget, and quality requirements
- Responsible to proactively monitor critical project milestone dependencies, and potential actions which may result in risks to critical project milestones, and effectively work to mitigate risks

- Reviews project key performance indicators and forecasts any modifications to schedules, cost estimates, and financial reports, and effectively reconciles risks to commitments that may exceed assigned schedules and budgets
- Coordinates project communications, client contacts and maintains working relationships at throughout the period of the project
- Monitors and controls all contractual commitments to assure that work is being performed in accordance with the specifications, drawings and terms of the contract
- Reviews builder submittals and RFI documents, and provides field observation to ensure materials, products, and building systems methods of delivery are consistent with the project schedule, budget, and specified quality of design
- Conducts project coordination and client meetings as necessary to continuously review progress and discuss any suggested construction, architectural and engineering changes to the project
- Resolves problems of coordination, schedule and prioritization for critical building systems installations, and monitors long lead items
- Works as client representative to coordinate occupancy requirements, including timely provisions for furnishings, fixtures, and equipment (FF&E), testing of building systems, and resolutions to punch-lists and deficiencies
- Works with project team to negotiate and resolve conflicts, disputes, and potential claims on behalf of the client
- Responsible for managing, coordinating and administering major projects including responsibility for timely and appropriate billing and payments to client suppliers and contractors
- Takes the lead in reporting to all departments including, design, construction, cost, schedules, quality assurance, project risks, procurements, labor relations, and accounting and other services as required to successfully perform project and construction management responsibilities

Experience and Skill Requirements

- Must have 5+ years of Project Management experience working on commercial construction projects.
- Must be knowledgeable in construction estimating practices, scheduling, planning, construction law, contract negotiations, plan reading, team leadership, client relations, local governmental requirements, project closeout.
- Must be able to communicate with clients and project team in a professional manner in both verbal and written forms.
- Have experience in leading project teams and resolving conflicts as they arise.

Qualifications

Proficient with the use of computers and smart phones. Will be required to effectively use software such as Microsoft Word, Excel, Powerpoint, Project, and Outlook.

Education

Bachelors Degree in Construction Management, Civil Engineering, Architecture is preferred.

Physical Demands

The following physical demands are being presented to represent the abilities necessary to successfully perform the essential functions for this job:

- Ability to walk, sit or stand for 8+ hours per day.
- May be required to climb, balance, stoop, kneel, or crouch.
- Must be able to lift 10-15lbs regularly and lift or move up to 25lbs. occasionally.
- Must have ability to see close and far objects, colors, have peripheral vision, depth perception and ability to adjust focus.

Reasonable accommodations will be made for those not able to meet these standards, and all governmental requirements will be met during the hiring process.

Work Environment

Professional business setting in both office and field situations. The employee will be occasionally exposed to extreme weather conditions such as cold, heat, wind, etc as this position is often performed in outside conditions. The employee may be exposed to loud noises while on a construction site. Work may require frequent evening and/or weekend work and may require overnight travel.