



## POSITION DESCRIPTION

**Job Title:** Project Manager

**Reports to:** Program Director

**FLSA Status: Exempt Scope of Position:**

1. The basic function of the Project Manager is to control and manage all financial performance components on multiple projects, integrating with the Client, Design Team, external subcontractors and vendors, and all internal/supporting departments who contribute to the success of the individual projects.
2. Critical functions include:
  - a. Project start-up
  - b. Contract Review
  - c. Project cost control (all cost classes).
  - d. Change order management
  - e. Request for Information (RFI) management
  - f. Client invoicing
  - g. Client management
  - h. Subcontractor and Vendor Management
  - i. Monthly Work-In-Progress presentations
  - j. Project close-out

### **Reporting Relationships:**

1. The Project Manager reports directly to and is fully accountable to the Program Director.
2. The Project Manager will work directly with a Project Developer and Superintendent for all projects assigned. A Project Administrator may directly report to the Project Manager if assigned. Positions reporting indirectly to the Project Manager: Steel Detailers (as assigned by project).

### **Job Requirements:**

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. Listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education / Experience
  - a. Required: High School Diploma
  - b. Preferred: (2) or more years of Project Management experience in government, DSA or military construction assignments.
  - c. Preferred: Bachelor's degree in Construction Science, Management, Engineering



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- or another related field.
- d. Preferred: Knowledge of alternative contracts and delivery methods.
- 2. Skills, Knowledge, Abilities
  - a. Ability to lead a project team to success by “leading without authority”.
  - b. Excellent communication skills including speaking, writing, and listening, such that ideas and information are clearly conveyed, and meaning is obtained.
  - c. Ability to read and understand construction documents (RFPs, contracts, specifications, construction drawings, etc.) and able to conceptualize two- dimensional drawings as a three-dimensional object and communicate that vision to others.
  - d. General construction accounting acumen and math skills.
  - e. General construction knowledge.
  - f. Effective negotiating.
  - g. Ability to work easily and effectively with all members of the Design and Construction Teams throughout the lifecycle of the project.
  - h. Sufficiently proficient in computer software programs (Financial, Word processing, spreadsheet, and scheduling programs).
  - i. Ability to simultaneously manage multiple projects differing in size, scope, and geographic location.
- 3. Physical Requirements
  - a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - b. While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee is frequently required to sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee will require the physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. The employee must frequently lift and/or move up to 10 pounds and occasionally lift/move up to 50 pounds. Performance for this job requires close and distance vision.
- 4. Working Environment
  - a. The following work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
  - b. While performing the primary duties of this job, the employee is regularly exposed to indoor, office conditions, however, may also be exposed to outdoor weather conditions. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment can be loud.
  - c. Must possess a valid California Driver's License and be insurable by M Bar C.
  - d. Travel to job sites as necessary, approximately two days per month.

### Authority and Accountability:

1. The Project Manager receives authority from the Program Director to make decisions and take



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appropriate actions to satisfy the responsibilities of this position.

2. Authority to create project budgets, issue Purchase Orders, Work Orders, approve invoices and make project financial decisions.
3. Authority to negotiate and execute change orders up to a limit pre-established by the Program Director.

### **Responsibilities and Duties:**

1. Responsible for promoting M Bar C's Values at every opportunity, both internally and externally.
2. Responsible for providing supplemental technical assistance to Project Developers and Estimators (as available) such that final proposals are submitted as completely and accurately as possible.
3. Accountable for the review and acceptance of the project hand-off from Project Developers and Estimators, ensuring all project information is accurate, comprehensive and all questions are answered.
4. Accountable for the development and execution of a client-facing schedule to co- manage expectations.
5. Accountable for managing client expectations through a Post Award Kickoff Phone Call, when applicable.
6. Accountable to confirming DSA Box has been opened.
7. Responsible for providing initial contract information to internal stakeholders, including general project information, client contact information, contract amount, total cost, schedule protection, change order process, and negotiating a cash flow positive Schedule of Values (SOV).
8. Accountable for scheduling a recurring meeting with the client for ongoing status updates.
9. Accountable for creating the final detailed budget and providing this information accurately to the VP of Operations and Program Director for project performance approval and regular financial reporting.
10. Accountable for creating and sending pencil drafts of invoices to clients for approval as well as directing Accounting to send a formal invoice.



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- 11.Accountable for managing project specific tasks and timelines in support of project execution.
- 12.Accountable for releasing vendors to procure and fabricate materials.
- 13.Accountable for conducting a PM to Super Handoff meeting to ensure a Superintendent has all information necessary for successful project execution.
- 14.Accountable for drafting, sending, and receiving approval of RFI's to support project success.
- 15.Accountable for drafting, sending, negotiating, and receiving approval of Change Orders.
- 16.Accountable for creating a custom WIP worksheet for each project, strategically managing its accuracy and cost projections to complete the project; and for updating the corporate WIP worksheet and projections timely and accurately.
- 17.Accountable for cost control on each project ensuring that from award to completion, a solid knowledge of current financial status is known by effectively managing in-house budgets and costs, committed costs, and change orders.
- 18.Responsible for managing the client's expectations from post-design award, through contract execution and project completion. Manage and beneficially resolve disputes with clients, contractors, vendors, suppliers, and subcontractors.
- 19.Responsible to provide support to Accounts Payable as needed related to late payments, etc.
- 20.Attend project meetings whenever practical (site or conference call), documenting the discussion (actions, commitments and/or agreements) through minutes and/or notes and ensuring follow up of action items to ensure project success.
- 21.Ensure proper close-out procedures have been followed and documented, including quality control and punch list, and any contractual project completion requirements have been satisfied.