

Project Manager

Report to: Director of Construction



Job Summary:

Plans, manages, and coordinate construction projects and assists the maintenance management division.

Primary Responsibilities:

- Manage and supervise all tasks and vendors associated with a project to exceed the customer's expectation as it relates to quality, schedule and costs.
- Responsibility to run a safe project and to enforce all vendors to comply.
- Serve as a communication conduit between all parties associated with a project including, Owner, Designers, Vendors, and Sub-Contractors.
- Prepare and implement "Method of Procedures" as required including communicating and soliciting customer approval.
- Coordinate job meetings with the Sub-contractors and the Customer including documenting with meeting minutes.
- Prepare and manage changes orders between TechSite and Customers and between TechSite and sub-contractors.
- Producing maintenance manuals and emergency procedures and documenting the project closure with project closure checklist procedures.
- Represent TechSite in a positive, trustworthy manner that will promote furthering relationships with our customers including future business and referrals.
- Review contract documents prior to starting projects including drawings, specifications, submittals, contract, and change orders.
- Manage selection of contractors including bids and pre-qualifications.
- Manage schedule of contractors, quality inspections, create and follow-up on punch lists.
- Coordinate inspections by local authorities.
- Make sure as-built documents are kept current and accurate.
- Communicate the needs and desires of the customer to internal TechSite support staff.
- Prepare proposals and budgets for new work and/or change orders to present to customers.

- Assist customers in understanding value engineer options for their projects.
- Monitor cost of projects throughout the course of a project.
- Coordinate training of owners representatives at conclusion of project.

Knowledge and Skill Requirements:

- Knowledge of company policies.
- Ability to understand construction drawings, specifications, and best practices.
- Demonstrate proficiency in computer programs, such as Microsoft Office, including Microsoft Project.
- Knowledge of safety rules and regulations and safe practices.
- Strong communication skills.
- Ability to problem solve.
- Ability to manage multiple trades and vendors.
- General knowledge of codes.
- Negotiation skills.
- Ability to create, implement, and review Standard Operating Procedures and detailed Methods of Procedures.

Working Conditions:

Project Managers will be exposed to construction sites. Travel and driving a motor vehicle is a necessary component of the position including potential of long term out of town project.