

Position Title:	<b>Senior Project Manager</b>
Department:	Operations
Reports To:	Branch Manager
Employment Status:	Full-time Salaried
Exemption Status:	Exempt
Working Hours:	Minimum of 40 hours per week

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**Position Summary:**

The Senior Project Manager executes project management and business development responsibilities and mentors the less experienced project staff. This entails planning, organizing, monitoring, managing, and coordinating the company's installation activities. The Project Manager must be able to manage multiple projects to ensure that the project is completed according to specifications, project schedule, and within the designated budget. The Project Manager will also review, negotiate, and execute contracts, change orders, purchase orders, submittals, and pay applications. The ideal candidate will be able to work independently with little to no supervision.

This position requires an exceedingly well organized and flexible person who enjoys the challenges of supporting a small office of diverse people and programs. This person should have the ability to work independently and foster a team-oriented, collaborative environment, work under pressure, be proactive, and express a high level of professionalism. Expert level verbal and written communication skills, strong knowledge of Microsoft Office, and attention to detail are also important.

**Essential Duties and Responsibilities:**

1. Coordinate and work closely with Estimator to receive new project awards and fully understand project scope and value
2. Conduct a thorough review of new project awards to determine scope, quantities, and budget
3. Identify any estimating errors and create adjustments to reconcile budget
4. Oversee the Assistant Project Managers and Assistants during the job setup process
5. Create, manage, and approve all job related purchase orders to assure correct items, packaging, quantities, and pricing
6. Oversee, create, and manage all job related activities. These will include, but are not limited to Contracts, Budgets, Proposals, Schedule of Values (SOV), Change Orders, RFIs and Bonds
7. Oversee submittals and shop drawings
8. Manage timing of all activities to meet company and client deadlines assuring that costs are recognized and submitted in the month the costs were incurred or work was completed
9. Conduct jobsite visits to interact with clients and field crews, and check on safety and quality
10. Manage time so that all information required for meetings is prepared ahead of time and ready to present during the meetings
11. Review and monitor weekly job budget report to identify project issues and take corrective action to remedy issues
12. Prepare for backlog review meetings to provide accurate completions and projections
13. Assist Field Superintendents in tracking and reporting job materials and production

14. Assist Field Superintendents to schedule installation and delivery of materials and equipment to meet all job commitments on time, at or under budget, and to Client and Company specifications and quality control standards
15. Attend client and industry events to establish and build client and vendor relationships
16. Do a full review, analysis, and audit of all completed projects and submit to management for approval each month
17. Train and cross-train other department staff and support personnel

**Other Duties and Responsibilities:** Various other duties may be assigned by the Director of Operations, the General Manager or the President.

**Supervisory Duties:** The following positions report directly to the Senior Project Manager:

1. Assistant Project Managers (As back up to the Branch Manager)
2. Project Assistants (As back up to the Branch Manager)
3. Subcontractors

**Working Environment & Physical Activities:** This position will be working primarily indoors in a smoke free environment. The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. General demands in this position may result in high job stress.

1. **BODY POSITIONS:** While performing the duties of this job, the employee is regularly required to sit for long periods of time, stand and walk. May be required to crouch, squat, kneel and crawl.
2. **BODY MOVEMENTS:** The employee must have a full range of body movements including the full use of hands and fingers to grasp and lift, push, pull and carry various construction materials. The ability to bend the body, to reach for objects, and to crouch when needed are also required.
3. **BODY SENSES:** Must have command of all five senses: sight, hearing, touch, smell and taste. Specific vision abilities required include vision for color, peripheral, close vision, depth perception, and the ability to adjust focus.
4. **STRENGTH:** Must have the ability to lift 25 pounds with regularity. This includes the ability to carry material up multiple flights of steps.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

**Minimum Qualifications:**

1. Three year of project management or supervision in construction or construction related field
2. High school diploma or equivalent
3. Ability to read, analyze and interpret financial reports, legal documents, and industry/trade magazines
4. Ability to respond to common inquiries or complaints from customers, regulatory agencies, and members of the business community
5. Ability to guide and direct Project Managers, Assistant Project Managers and Project Assistants to be effective

- 6. Ability to read, analyze and interpret request for bids, blueprints and shop drawings
- 7. Ability to communicate to the Production staff the distribution of work so that the installation meets the quality, time frame and budget expectations of the customer and company
- 8. Ability to do routine business math calculations including computation of sales costs and quotes
- 9. Solid understanding of commercial construction terms and procedures (RFI, ASI, COR, etc.)
- 10. Excellent knowledge of the Company’s industry and trends impacting its business
- 11. Possess excellent computer skills including all MS Office applications (Word, Excel, Outlook)
- 12. Ability to effectively communicate, in English, both verbally and in writing

**Preferred Qualifications:** (but not required)

- 1. Project management experience in the construction field of ceilings, drywall, flooring or specialties
- 2. Actual field experience a plus
- 3. Experience with On Center On-Screen Takeoff software or similar
- 4. College degree in Construction Management or Engineering

**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Legal Disclaimer:** This document is intended for informational purposes only and by no means should replace or substitute other legal documents (governmental or nongovernmental) reflecting similar content or advice. If you have legal questions concerning your situation or the information provided, you should consult with an attorney.

**Reviewed with applicant by:**

Manager’s Printed Name

Manager’s Signature

Date

**Received and accepted by:**

Employee’s Printed Name

Employee’s Signature

Date