



PROJECT MANAGER

About the Position

Provide overall management, leadership and direction for multiple projects and develop new business opportunities relative to a particular Client, group of Clients or geographical area. Provide oversight and development of Project Engineers and Senior Project Engineers.

Key Responsibilities Include:

- With assistance of project superintendent and estimator – plan, organize and develop weekly detailed and Critical Path Method (CPM) schedules. Conduct periodic update of CPM schedule.
- Perform aggressive, yet ethical, buyout of project.
- Establish project objectives, policies, procedures and performance standards within boundaries of corporate policy.
- Initiate and maintain liaison with prime client and Architect/Engineer (A/E) contacts, to facilitate construction activities.
- Monitor / control construction through administrative direction of on-site superintendent to ensure project is built on schedule and within budget; investigate potentially serious situations and implement corrective measures.
- Represent company in project meetings, negotiations / strategy meetings, etc.
- Manage financial aspects of contracts (fee payment, rental equipment, income / expenses, etc.) to protect company's interest and simultaneously maintain good relationship with client.
- Provide support and assistance to estimating department on design build and / or negotiated projects during bidding process.
- Project Contracts including creation and issuance of subcontracts and prime contracts.
- Project Setup including involvement in Estimating Turnover, Job Cost Setup, and Project Buyout and meeting the Process Time Frames for these items.
- Submittals including reviewing and approving submittals and process time frames.
- Project Change Management including Owner changes which involve Requests for Information, Request for Proposals, Architect Supplemental Instructions, Change Directives, Proceed Orders and Unforeseen Conditions; Poettker Changes which includes Back Charges, Scope Gaps, and T&M Work; as well as is responsible for meeting Process Time Frames.
- Communications including running and organizing Preconstruction Meetings, Owner and Progress Meetings, Pay Application Meetings, Subcontractor Coordination Meetings, Pre-Installation Meetings, recording and issuance of Meeting Minutes, Transmittals, Letters, Emails and Calendars.
- Estimated Cost At Completion (ECAC) including Forecasting, Cost Tracking, 400 and 900 Cost Codes, Cost Equals Revenue, Equipment Reports and Tracking.
- Pay Applications including reviewing of subcontractor billings, Certified Payrolls, Lien Waivers and review of and submission of Poettker Constructions Billings.
- Project Close-Out Procedures including ensuring Punch list is completed, O&M Manuals are submitted, AS-Built Drawings are completed, Change Order Resolution, Training is organized and completed, Warranties are submitted and enforced, Close-Out Meetings, and Final Billings.

Qualifications

High School Diploma required. Bachelor's degree in construction, engineering, or related field is preferred. Three plus years' experience in construction management and coordination, scheduling, design, purchasing, accounting and finance required.

*Note: Key responsibilities reflect the essence of the position. Additional tasks or projects may be assigned to or removed from this role based on business needs or incumbent skills and abilities. Changes to minimum qualifications should be reviewed with and approved at the Officer level.



In addition to the above qualifications, the successful candidate will demonstrate:

A thorough knowledge of corporate objectives impacting cost, customer relations, schedules, engineering, strategies, techniques in construction, and legal contracts; Excellent organization, supervisory, decision-making, and problem-solving skills; Excellent verbal and written communication skills with the ability to process highly effective presentations and negotiate final sale; A thorough understanding of corporate and industry practices, processes, standards, etc. and their impact on project activities; Interpersonal skills, such as tact, diplomacy, influence, etc.; Business acumen.

Additional Information

Poettker Construction's selection process includes a series of interviews and may include a leadership assessment process and/or assignments. Specific details will be provided to qualified candidates.

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