

Company

For over 20 years, our company has provided design-build services in Chicagoland and nationwide. Privately held and financially strong, we excel at offering strategic construction solutions for our clients. We believe that communication is essential to success and place it as a high priority with our clients as well as internally. Our company personality is one of energy, enthusiasm, dynamic problem-solving, teamwork, creativity, efficiency and having fun all while enforcing a culture that promotes self-development and doing the right thing.

Job Description

Our Project Managers provide the knowledge, skills and experience required to manage the day-to-day operations of task order and/or commercial construction projects that we undertake all over the country. Our Project Managers are responsible for the production aspects of the work and are accountable for:

- producing quality work that is constructed consistent with the standards set forth in the project's contract documents; and
- performing the work in a timely and cost-effective manner and for maintaining a safe and clean work environment.

Moreover, our Project Managers are responsible for establishing a professional work environment that includes fostering a positive atmosphere, promoting proactive and effective communication, facilitating problem solving, and for minimizing and resolving conflict in a constructive manner. The primary focus of our Project Managers is to provide the managerial and leadership skills necessary to accomplish the work and to manage the issues associated with the project.

CONSTRUCTION PROJECT MANAGER RESPONSIBILITIES

- Responsible for construction projects from initial budget through project closeout, including overall safety, direction, completion and financial outcome
- Manage the day-to-day project activities to ensure that the project milestone dates and overall schedule completion date is met
- Work with owners and engineers to determine project requirements
- Manage and coordinate with the Project Superintendent the work to ensure that it is constructed in an orderly and deliberate manner that is consistent with the standard-of-care set forth in the contract documents and by the best practice standards consistent with the industry
- Ensure all aspects of the project are compliant with all contract terms and legal requirements that govern the project
- Manage as well as proactively anticipate and identify issues that could lead to problems and facilitate solutions
- Manage client specific programs, such as CQC, Safety, Environmental Stewardship, etc.
- Conduct and/or attend pre-construction, progress and other project and staff meetings
- Manage changes in project scope
- Use scheduling software to create, maintain, monitor and communicate project schedules
- Develop and negotiate with contractors and subcontractors
- Manage project costs through the ongoing evaluation of labor, material and equipment
- Forecast and analyze construction costs
- Manage daily, weekly and monthly documentation, such as Daily Logs, schedule updates, progress photos, email, SWPPP reports, safety checks, etc.
- Acquire and manage all building permits and other regulatory prerequisites
- Oversee site safety and security
- Monitor project status and reports
- Manage punch list and project closeout to assure timely completion
- Manage project closeout process to ensure timely completion
- Provide timely and cordial interaction with supporting work groups, such as accounting, client series, field services, etc.

MINIMUM QUALIFICATIONS

- Bachelor's degree - Construction management, civil, structural or mechanical engineering degree a plus
- 5 to 10 years in the construction industry with a commercial and/or Industrial general contractor AND no less than 5 years of progressive responsibility managing projects
- A demonstrated understanding of construction means and methods associated with the construction of commercial, industrial, hospitality, and multi-storied buildings
- A working knowledge of civil, architectural, mechanical and electrical work
- Experience managing multiple projects simultaneously
- The ability to effectively communicate both in the English written and spoken word
- **Excellent Computer Skills** – MS Office including Word and Excel, Email, Microsoft Project, Plangrid, Bluebeam, Acrobat and other software used in the construction industry. Working knowledge of Viewpoint is a plus
- Up-to-date safety credentials - OSHA 30, CPR and first aid a plus
- Budgeting and estimating experience
- Available for travel
- Design-Build Experience a plus

CONSTRUCTION SKILLS

- Has a passion for construction, a desire and a natural instinct to build
- Understands means and methods of construction associated with the renovation of commercial buildings
- Understands the sequencing of work and the strategy of creating effective project schedules
- Understands project control and change order management

CRITICAL THINKING SKILLS

- Has strong analytical skills
- Has strong problem-solving skills that involve a bias to work within established systems and the agility to work outside of the system when necessary to get timely results
- Has a natural curiosity of technical, physical and spatial matters
- Action oriented
- Is goal oriented and can react quickly to challenging circumstances to achieve the desired end results
- Is proactive, plans well and addresses problems promptly
- Is committed to doing quality work the first time with little or no need for re-work
- Works to meet or beat schedules and is driven to bring closure to avoid long punch lists

RESULTS ORIENTED

- Works to meet deadlines and is driven to closure
- Is proactive, looks for problems that could impede progress and relentlessly takes responsibility for solving them
- Is deadline driven, punctual and respects other peoples' time
- Leadership and interpersonal skills
- Has the ability to build effective teams, to inspire others to their best and to coach and mentor
- Is aggressive, however, fair and reasonable in all dealings involving subcontractors and co-workers
- Is an effective communicator, active-listener, recognizes diverse perspectives and is capable of facilitating synergy and collaboration
- Has the ability to confront difficult situations and manages them to a successful conclusion
- Is polite, professional, self-confident, comfortable to be with and non-assuming
- Is organized and produces a paper trail that can be easily understood by a third party
- Embraces life-long learning, strives to stay current with new industry trends and practices