



Job Description

Position Title: Project Manager

Reports to: Sr Project Manager / Principals

Position Summary:

This position works in many areas of development including, but not limited to, Planning, Resource Allocation, Staff Management, Setting Benchmarks, and Budget Management. This position is responsible for overseeing a building project from start to finish. Lead and supervise all aspects of projects from preconstruction to close-out.

Essential Functions/Position Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Safety – Ensure the projects are always operating in a safe manner. Be proactive to avoid any unsafe conditions to prevent accidents from happening.
- Estimates – Accurately record take off quantities and be proficient with schematic to GMP estimate.
- Review shop drawings and submittals. Ensure they meet construction drawing and specification requirements.
- Coordinate all submittals with proper installation requirements.
- Keep all drawings and specifications up to date and posted on Procore for subcontractors and all parties involved, including sketches, RFI's, etc.
- Schedules – Develop a 6 to 8 week look ahead schedule that can be refined and broken out in the Superintendents schedule. Assist the Superintendents with their 3 to 4 week look ahead schedule. Develop project schedules from bidding to close out. Have the ability to CPM schedule.
- Keep subcontractors on track and on time – reach out to subcontractors to make them aware of when they need to be onsite and confirming their delivery timeframes for materials
- Manage cost controls
- Quality Control – Develop punch lists prior to subcontractors completing their work and leave the project to ensure the work is per drawings and specifications and done in a good workmanship manner.
- Continuous communication with subcontractors, superintendents regarding schedules as well as any critical issues that need to be resolved.
- To maintain a positive attitude, bringing the team closer together to accomplish the work.
- Write contracts for Subcontracts buy-out projects.
- Work collaboratively with design team, owner, and subcontractors.



Supervisory Responsibilities

Assistant Project Managers, Superintendents, sometimes other team members

Hiring Requirements/Preferences

- BS or Associates Degree in Engineering or Construction Management or relevant experience
- 5 to 10 years in lead role on projects valued at \$1 to \$40 million
- Ability to estimate from schematic design through construction documents
- MEP knowledge & experience a plus
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Experience, HH2 and On Screen Take-off software preferred
- Proficient with ProCore
- Ability to analyze and revise internal processes to improve efficiency
- Detail oriented
- Exceptional communication skills
- Strong organization skills and dedication to completing projects in a timely manner
- Excellent time management skills and ability to multi-task and prioritize work

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

HP Cummings is an AA/EOE



ESTIMATE OF PHYSICAL REQUIREMENTS

Job Title: Assistant Project Manager

PHYSICAL EFFORT	RARELY (15%)	OCCASIONAL (15% - 40%)	FREQUENT (40% - 70%)	CONTINUOUS (Over 70%)
Lifting under 40 lbs.		X		
Lifting over 40 lbs.	X			
Dusty Environment			X	
Using Oil or Chemicals*	X			
Standing			X	
Climbing Ladders	X			
Climbing Stairs		X	X	
Sedentary Work**		X		
Outside Work	X			
Precision Type Work	X			
Typing			X	
Computer Input			X	
Stooping	X			
Driving			X	
Walking			X	
Answering Phone		X		
Bending		X		
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more.			X	
Acuity, Near – Clarity of vision at 20 inches or less.			X	
Depth Perception – Three-dimensional vision. Ability to judge distance and space relationships.			X	
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.			X	
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	X			
Color Vision – Ability to identify and distinguish colors.		X		

Special Comments: Employee should plan on working onsite or in the office depending on project assigned at any given time.