

POSITION:

Senior Project Manager / Project Manager

ROLE SUMMARY:

Accountable for the success of a single project or multiple projects

Reports: Directly to the Project Executive

Positions Managed: APM, PE

ESSENTIAL DUTIES AND RESPONSIBILITIES:**General Responsibilities:**

- o *Consistently administer the Contract with the Owner throughout duration of the project* – knowledge of the Contract and Contract Documents is essential
- o Know Contract Schedule and Milestone dates
- o Total responsibility for the financial tracking and accuracy of project reports
- o Work in partnership with the Superintendent(s)
- o Lead with energy and provide a good example to team members
- o Create an environment that fosters mutual respect and hard work
- o Unify the team, promote a positive attitude toward the project and all internal and external clients
- o Manage risk by documenting issues to all the correct parties including the owner, designers, subcontractors, and Clemens team
- o Make timely decisions and take action
- o Engage our subcontractors, client, and designers consistently
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- o Develop the overall project schedule concept and timeline for timely delivery of materials and resources with Scheduler
- o Set realistic and practical financial and schedule goals for the project; develop appropriate strategies for achieving these goals
- o Identify all the internal and external resources (financial and/or human resources) required to complete the project successfully
- o Know and understand the Clemens Subcontract Master agreement
- o Senior Project Managers are responsible for additional duties including providing coaching and guidance to all team members
- o Other duties as assigned

Pre-Job Start Responsibilities:

- o Complete PROJECT PLAN AND CHECKLIST to define roles and challenges and provide Team understanding of the Contract, Budget, Schedule, Plans and Specifications, Logistics, Project set-up, etc.
- o Review and obtain sign-off from Management Team

Daily Responsibilities:

- o Walk Site (at least 3x's per week)
- o Meet with Superintendent and discuss planned activities for the day
- o Meet with project team APM and PE and discuss plan for the day
- o Initiate resolution for any new hot issues
- o Prepare scopes of work, contracts, purchase orders
- o Maintain accounting of all job costs
- o Follow-up and ensure material availability, suitability and readiness
- o Ensure compliance with codes, specs, and construction documents

- o Shop Drawing / Submittal Coordination and tracking in Procore

Weekly Responsibilities:

- o Prepare Run O/A/C meetings
- o Prepare and Run Subcontractor meetings
- o Prepare and Run MEP Coordination meetings
- o Prepare and Run Pre-Installation meetings
- o Prepare and Run Internal update meetings
- o Maintain and Distribute Meeting Minutes in Procore.
- o Review Schedule progress with Superintendent and Scheduler
- o Buy Out/Award Subs
- o Disseminate RFPs and Pricing requests. Involve Estimating as needed for larger pricing efforts
- o Collect and organize subcontractor proposals
- o Create Potential Change Order Requests for the Owner
- o MEP coordination meetings
- o Maintain Project Buyout and Tracking report in Procore Budget Tool

Monthly Responsibilities:

- o Complete *PROJECTION* and update *MONTHLY SUMMARY* in WORKBOOK
- o Attend internal monthly Project Review meetings
- o Review project Schedule and provide Milestone and activity updates with PM/Scheduler for Schedule Updates
- o Oversee *Executive Summary* publication to Client if required
- o Issue Schedule Package from Scheduler to Owner/Subcontractors
- o Review General Conditions costs and update General Conditions forecast
- o Provide Accounting a list of costs that need to be moved
- o Review and approve Subcontractor payment applications
- o Ensure Owner Invoice is complete and submitted by Accounting
- o Ensure EOP and OCIP requirements are being met and reported
- o Compile and Submit PCCO to Owner for approval
- o Issue COs to Subcontractor for any changes that month