

JOB DESCRIPTION

PROJECT MANAGER

Responsibilities: The Project Manager (PM) is responsible for the proper coordination and execution of all activities on a project, ensuring that quality, cost, schedule, and scope are being maintained in accordance with the terms of the contract with the owner and in compliance with the contract documents.

- Duties:**
1. Manage design professionals during the planning and design of a project from conceptual design through construction documents. Ensure that the owner's requirements are being met.
 2. Ensure that all insurance certificates, bonds, and other contract prerequisites required of the contractors are properly submitted and filed prior to the commencement of the work.
 3. Coordinate and conduct all preconstruction and construction progress meetings.
 4. Prepare CPM project schedules.
 5. Prepare project budget including all hard, soft and FF&E costs
 6. Monitor all project costs and input into the Cost Management System on a regular basis to ensure timely and accurate reporting.
 7. Document all meetings and noteworthy events and ensure proper filing of documents.
 8. Inspect projects on a regular basis and resolve issues with the respective contractors/vendors.
 9. Communicate regularly with the client regarding quality, cost, schedule, and scope. Conduct regular meetings with the client, as required. Publish and distribute all meeting minutes in a timely manner.
 10. Track and reconcile all contractor/vendor invoicing and process for payment.
 11. Prepare all contractor and design professional's contracts, contractor change orders, construction change documents and design professionals' additional service authorizations, etc.
 12. Maintain all project logs including contractor control logs, cost event logs, submittal logs, etc.

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13. Manage the project closeout process as defined in the project documents. Ensure that all cost issues are resolved and completed within 60 days of substantial completion.
14. Prepare the project punch list with the assistance of the Architect/Engineer or as provided for in the contract. Ensure timely completion of all punch list items.
15. All other duties as assigned.

Education: BS Degree in Engineering, Construction Management or related field. Proven experience may substitute for Degree.

Experience: Minimum of 5 years responsible in charge experience

Skills: Proficiency in Microsoft operating systems: Microsoft Office Suite (Word, Excel and Access)
Proficiency in computerized scheduling; SureTrac, Microsoft Project, etc.
Excellent communication skills; both written and verbal
Strong organizational skills and extreme attention to detail
Professional demeanor
Ability to work independently

Transportation: Must possess valid PA Driver's License and have dependable transportation