



## Job Description for Senior Project Manager

Department: Design/Build  
Reports To: Vice President of Design/Build Operations  
FLSA Status: Exempt  
Supervises: Associate Project Manager  
Approved By: Matt Blankenship  
Approved Date: April 1, 2011

### Summary of Responsibilities

The Senior Project Manager is the overall project leader and has complete responsibility for his/her projects, starting at initial client contact and ending when the project closeout is completed. The SPM ensures that their projects meet all internal and external expectations for client satisfaction, budget, timing, quality and safety.

### Essential Job Functions

- Assist sales team for design/build sales efforts with point responsibility for estimate and for proposal preparation.
- Participates in development and lease sales efforts with point responsibility for estimate and "Scope of Work" preparation.
- Leader in maintaining positive client relations throughout the project's design, construction and closeout cycles
- Reviews preliminary and final designs and shop drawings for construction feasibility, efficiency and conformance with project objectives
- Maintains subcontractor relations through the solicitation, evaluation, award, design, construction and closeout phases
- Provides sufficient oversight and instruction to the project superintendent to ensure that the project meets its goals and the company's standards for safety, quality, efficiency, and its corporate image. This may require on site management.
- Estimates, quotes and negotiates all change orders with the client
- Leads and coordinates meetings as needed with client, design team, superintendents and service partners
- Manages project budget control, billing and close-out processes as well as project communications and documentation
- Ensures that the preliminary design, estimate and proposal conform to the client's needs and expectations for budget, aesthetics, scope and schedule.
- Assist in negotiations of construction contract terms with client.
- Engage A&E Group, communicate and assist in managing design to meet project requirements and goals.
- Pre-qualify or engage subcontractors and suppliers as required.
- Monitor project performance (i.e. design, buy-out, schedule finance etc.)

- Point responsibility for monitoring financial performance of assigned project.
- Develops and maintains project schedule
- Develops and participates in project quality control plan
- Maintains project documentation including meeting minutes, RFI's and drawing logs
- Manage multiple large and complex projects simultaneously

*Employees may be asked to perform other tasks not listed in the essential job functions.*

## **Position Requirements**

- Strong leadership and managerial skills.
- Strong communication skills, both written and verbal.
- Sales experience in commercial construction, including multi-family, industrial, office and retail.
- Experience in conceptual estimating.
- Familiar with Design/Build technologies.
- Ability to analyze data and make recommendations.
- Ability to perform time sensitive tasks concurrently
- Ability to communicate professionally with others, including Planning commissions/other government bodies.
- Ability to coordinate outside vendors, particularly in the due diligence process.

## **Qualifications and Experience**

- Successfully completed a Bachelor's Degree in Engineering or Construction Management.
- Minimum 7 years design/build related experience
- Experience with computerized project management tools (i.e. scheduling, job cost, bid analysis software packages)
- Multi-family experience

## **Physical Demands**

Moderate physical effort required to sit, stand at files, bend, stoop, lift, walk and climb. Maximum unassisted lift is 70 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard and monitor. Also requires the ability to communicate verbally, both in person and on the telephone. May require some travel by car/truck.

## **Environmental Requirements**

Moderate to extreme outdoor conditions. Above average noise levels. Protective equipment is required.

Average inside office environment. Average office noise levels. No personal protective equipment is required. Ambient temperature is between 68F and 76F.