

PROJECT MANAGER

1.0 JOB DESCRIPTION SUMMARY

- 1.1 Responsible for the contract management and successful implementation of multiple projects, for multiple owners, from low bid to close out.

2.0 COMMUNICATIONS

- 2.1 Directly reports to Senior Project Manager (Weekly timesheets, leave requests, alerts of difficulty fulfilling Essential Functions, human resources issues, etc.).
- 2.2 Professional verbal and written communication with owner representatives for all Contract related items.
- 2.3 Communicates with the project supervisory personnel regarding:
 - 2.3.1 Contractual requirements, scope of work and required changes.
 - 2.3.2 Budgetary financial, time and resource constraints.
 - 2.3.3 Plan of action, initial project schedule and updates.
 - 2.3.4 Current project performance and variances.
 - 2.3.5 As-built project performance and post-mortem analysis.

3.0 REQUIREMENTS

- 3.1 Bachelor's Degree in an associated major, and 4 years of related work experience, or 8 years of progressive experience in the field of construction.
- 3.2 Valid Class C driver license and reliable form of transportation to working location.
- 3.3 Demonstrated ability to read, understand and convey requirements of the Contract Documents.
- 3.4 Proficiency using the Internet and Microsoft Office computer programs. Proficiencies with Primavera scheduling and Viewpoint project management and accounting software are added benefits.
- 3.5 Exceptional organizational skills, and attention to detail.
- 3.6 Excellent oral and written communication skills.
- 3.7 Ability to respond to constantly changing priorities, reorganizing and completing the required tasks in an expeditious and efficient manner.
- 3.8 Must have and display the ability to lead and develop personnel to complete assigned

task(s).

3.9 Physical requirements include sitting at primary reporting location and during travel (90%). Work outside of primary working location involves standing, walking and the occasional lifting materials or equipment (10%). This position requires manual dexterity of the hands and bending and twisting associated with a typical office atmosphere. This position also requires occasional lifting of heavy materials and equipment, and the ability to work outside in the elements, in all seasons and weather conditions. The body senses of sight (not color blind), hearing (safety), and verbal communication is required.

3.10 Must be able lift and carry 80 lbs.

4.0 WORKING LOCATION/CONDITION

4.1 Primary reporting location is Corporate Office, located in Arbutus, Maryland. Travel will be required for meetings, training and site visits.

4.1.1 Working conditions of primary reporting location will be a typical office atmosphere, involving prolonged periods of sitting, computer use and activities required to fulfill this positions essential functions.

4.1.2 Travel and work outside of the primary reporting location will involve:

4.1.2.1. Driving and/or riding will be in all types of weather conditions from hot and humid to freezing and or rain or snow. Day and/or night driving and travel to remote locations will be required.

4.1.2.2. Destinations that may be noisy, dirty, being, outdoors in all seasons and weather conditions. Extended periods of walking, on various types of terrain will be required.

4.1.3 Will be required before/after normal 8-hour workday and weekends to both meet scheduled deadlines and fulfill essential functions of position.

5.0 ESSENTIAL FUNCTIONS

5.1 Must possess and display the Company's high standards at all times and ensure that all responsibilities are conducted in a prudent and ethical manner.

5.2 Submits required paperwork to management team on time.

5.3 Responsible for following and implementing all company policies and procedures.

5.4 Serves as the Owner's primary point of contact for all Contract related items and maintains positive verbal and written communication with owner representatives.

5.5 Identifies, understands and communicates contract and budget requirements to project supervisory personnel, providing for the:

5.5.1 Completion of projects on-time and within budget.

- 5.5.2 Maintenance the original scope of work and properly documented changes.
- 5.5.3 Complete satisfaction of the Owner for a quality project completed.
- 5.6 Responsible for the initial project setup.
 - 5.6.1 Prepares and communicates plan of action to complete project requirements.
 - 5.6.2 Performs project buyout and budgeting of all cost categories.
 - 5.6.2.1. Creates and issues Purchase Orders.
 - 5.6.2.2. Negotiates and writes Subcontract agreements.
 - 5.6.2.3. Provides a cost-coded budget to Accounting.
 - 5.6.3 Creates and communicates initial project schedule.
 - 5.6.4 Produces and submits required Submittals for review.
 - 5.6.5 Meet with, and clearly communicate to, the supervisory personnel:
 - 5.6.5.1. Contract requirements.
 - 5.6.5.2. Budgetary constraints.
 - 5.6.6 Ensures Miss-Utility is contacted and initial ticket for project is started.
 - 5.6.7 Attends preconstruction meeting.
- 5.7 Responsible for the maintenance of the project.
 - 5.7.1 Ensures that project accounting is updated throughout the project lifecycle and documents deviations.
 - 5.7.1.1. Reviews Daily Job Logs and provides feedback to supervisory personnel.
 - 5.7.1.2. Records and approves all project invoices.
 - 5.7.1.3. Documents changes to scope and provides proposed change order(s) to Owner. Tracks status and approval.
 - 5.7.1.4. Provides a revised cost-coded budget to Accounting.
 - 5.7.2 Updates project schedule with actual progress, documenting deviations from initial project schedule.
 - 5.7.3 Tracks status and approval of project Submittals. Provides additional information/submittals as required.

5.7.4 Meet frequently with, and provide feedback to, the supervisory personnel about:

5.7.4.1. Scope of work and required changes

5.7.4.2. Financial health of project

5.7.4.3. Project schedule

5.7.4.4. Contractor-Owner Relationship

5.7.5 Attends progress meetings, as required.

5.8 Responsible for the completion of the project.

5.8.1 Complete project closeout paperwork.

5.8.2 Attend project completion meetings.

5.8.3 Establishment of warrantee milestones, and ultimate project completion.

5.8.4 Documents and disseminates post-mortem analysis of project performance to include as-built:

5.8.4.1. Production rates

5.8.4.2. Component costs

5.9 Has the ability to operate a company vehicle.

5.10 Performs additional tasks as required.

6.0 MEASURES OF PERFORMANCE

6.1 Communicates and works closely with project team to ensure successful implementation and contract management of assigned projects.

6.2 Performs essential functions of job description up to or exceeding expectations.

7.0 TRAINING

7.1 Takes part in and practices the policies learned in training meetings in the following areas.

7.1.1 EQR operations, policies, and procedures.

7.1.2 Technical methods for construction and maintenance work.