



## **Project Manager**

The Project Manager (PM) is the project leader. The PM is ultimately responsible for successfully managing and completing construction projects. The PM is expected to make decisions and act in a way that serves the client and RA-LIN, ultimately delivering exceptional results for our clients and profits for RA-LIN.

## **Responsibilities**

### **Overall Project Leadership**

It is incumbent that the PM act in a proactive manner as it relates to our projects. This means planning to complete the project efficiently, for the best quality, in the least possible time, and at the lowest possible cost. The PM is expected to cooperate with the General Superintendent, all subcontractors, and material suppliers in a joint effort to ensure the project will be a success. Responsibilities include but are not limited to:

- Acting as the liaison between all contracted parties in a project
- Working with the Superintendent in close harmony from the start to the finish of each project to achieve a product that will be an asset to RA-LIN
- Motivating the work force and developing solutions to make sure issues never become problems
- Distributing and coordinating plans, specifications, information, policies, and ensuring that these are carried out appropriately
- Holding the team accountable for acceptable performance and ensuring best practices are consistently followed
- Before any project, meeting with APM, Superintendent, and Estimator to discuss project setup, team structure, schedule and project approach
- Managing the change order process by understanding, generating and converting requests into executed change orders
- Controlling and tracking change orders through Timberline and/or Procore
- Assisting Accounting with the billings and collections to ensure timely payment
- Resolving back charges on a timely basis
- Providing project information to the Senior Project Manager to ensure they are kept up to date with information
- Performing other duties as requested by the Senior Project Manager
- Upholding RA-LIN's Core Values

### **Pre-Job Planning**

The PM is responsible for developing strategies that ensure all projects meet or exceed client satisfaction, profitability, schedule and safety standards. Responsibilities include:



- Facilitating project specific organization and/or systems relative to required staffing, roles and tasks, document control and filing
- Conducting a pre-job planning meetings with the superintendent and project foreman (and others as needed) to lay out project specific goals relative to design assist, drawing development, and review, RFI control, and team coordination and develop consensus that project objectives can be met
- Assisting with estimating and project development
- PM should acquire permits and coordinate with necessary governmental departments for approval
- Updating and maintaining the Job Condition Statement format and submitting to Accounting for job records and purchasing identification
- Visiting the job site with Superintendent to check proposed layout and develop Site Use Plan
- Attending Estimating Turnover Meeting
- Holding a Project Kick-Off Meeting within 30 days of contract execution
- Holding a Subcontractor Kick-Off Meeting within 30 days following formal date of construction phase commencement
- Conducting Safety Talk once per week
- Holding project financial meetings once a month
- Meeting with the Safety Director within 30 days after mobilization to develop a Job Specific Site Safety Plan (JSSP)
- Monthly OAC project meetings to review project status, providing lunch
- Visiting the job site once per week (minimum)
- Monthly lunch with Superintendent

### **Budget & Job Profitability**

The PM is expected to manage project budget to maximize cash flow. Responsibilities include:

- Evaluating and accessing weekly progress, planned versus actual variances
- Monitoring job site execution of work relative to productivity, site conditions and access
- Preparing monthly PM status reports

### **Contract Review**

The PM must understand contract language, commitments, customer expectations and scope of work prior to execution of all contracts. The PM is responsible for ensuring the company is performing per Contract on all projects and protecting the company's interest.



## **Subcontract Management**

It is the PM's duty to work closely with each significant activity of work to ensure all subs understand when their work is to be performed, the requirements of material deliveries and RA-LIN's manpower projection. Responsibilities include:

- Selection of subcontractors by choosing qualified bidders, securing bids and availability comparisons, as required
- Controlling and tracking selected subcontractors
- Supervising the sub-subcontractor's shop drawing development, review and approval
- Ensure timely closeout of subcontractors
- Developing relationships within the subcontractor community
- Holding monthly project meetings with subs to review project status

## **Cash Flow**

Responsibilities include:

- Building a schedule of values acceptable to the client
- Ensuring the project has a positive cash flow and minimum days outstanding of receivables
- Approving payments from contractor minus labor, materials, equipment, subcontractor and other equals positive cash

## **Scheduling**

The PM is responsible for analyzing and updating the master project schedule. Other responsibilities include:

- Updating analysis of each schedule bi-monthly in accordance with the two-week look ahead schedules
- Communicating analysis of updated schedules with clients on a regular basis
- Expediting the baseline and control schedule with resource-loaded information to team and clients as required

## **Quality**

Responsibilities include:

- Maintaining outstanding client relationships
- Resolving internal and external issues on a timely basis
- Communicating all specific quality and operational goals with the customer and the company's project team
- Leveraging client satisfaction for future opportunities and referrals
- Managing client expectations related to the project



### **Project Safety**

Responsibilities include:

- Monitoring jobsite safety
- Helping superintendents with weekly safety meetings and/or coordinating safety inspections as required

### **Project Closeout**

Responsibilities include:

- Ensuring Punch List is performed and all closeout procedures are completed in order to meet project closeout deadlines
- Collaborating with the Superintendent to ensure closeout is managed proactively throughout the job
- Helping the Superintendent coordinate with subcontractors to proactively handle punch list work while they are still mobilized on the project.
- Post-selling the project to the customer, eliminating any “buyer’s remorse” and ensuring referral

### **Living the RA-LIN Culture**

The PM is an ambassador of RA-LIN and is expected to maintain pleasant and respectful relationships with clients, fellow employees, subcontractors and vendors. Must perform responsibilities while upholding the company’s beliefs in client service, excellence, teamwork, continual improvement and professionalism. Responsibilities include:

- Understanding and embracing RA-LIN’s Strategic Objectives and processes to drive positive business outcomes
- Implementing, maintaining, and improving on our RA-LIN’s Core Values to drive continual improvement and excellence
- Serving as a role model and promoting professional behavior
- Actively participating in industry, client, and community relations to enhance company image
- Proactively build and sustain relationships with target clients
- Building strong relationships with other RA-LIN departments

### **Relationships**

- With Division Vice President. Reports to and is evaluated by Division Vice President
- With General Superintendent. Reports to and is evaluated by General Superintendent. Works with GS to ensure successful completion of project



- With Senior Project Manager. Works with Senior Project Manager to ensure successful completion of project
- With Assistant Project Manager. Supervises the work and training of the APM. Conducts personnel evaluations as needed
- With Superintendent. Works with Superintendents to ensure proper execution of a project
- With Subcontractors and vendors. Communicates project details and manages work force efficiently
- With Clients. Ensure 100% client satisfaction and reflects our Mission and core values

### **Candidate Skills & Qualifications**

- Demonstrated understanding of building processes and systems with the ability to manage multiple tasks, manage project teams, produce quality work, and consistently meet deadlines
- Recognizes quality and implements company and contractual quality standards
- Mental flexibility with the ever-changing world of technology, design, means and methods and can “roll with the punches” the construction world produces
- Treats others with respect, and conducts business, internally and externally with professionalism and tact. -- Must be professional and polished in appearance and speech
- Customer service-oriented and is committed to going above the “normal” call of duty
- Understands and knows what tasks are more important than others and what needs to be solved immediately and what can wait; helps others prioritize
- Self-motivated and proactive – takes initiative and seeks responsibility
- Must possess a positive, can-do attitude and passion for construction and our industry

### **Basic requirements:**

- BS Degree in Engineering, Construction Management, Building Construction from an accredited University
- 5+ years of experience
- History of managing construction projects with quality and integrity
- Superior verbal and written communication skills with the ability to tailor styles to match the audience
- Proficient computer skills in Microsoft Office Suite, project management software (Procore, Prolog or similar), accounting cost management software (Timberline or similar), scheduling software (Primavera P6 or similar) and Adobe
- Contractor Quality Control Management CQCM
- CPR/First Aid
- OSHA 30