



## **Experienced Project Manager – Commercial Construction**

### **GENERAL DESCRIPTION**

Fowler & Hammer Inc., a commercial construction company is seeking an experienced Project Manager with high ethical standards and a commitment to doing the job right. This position is responsible for building construction project management from project conceptualization and estimating through construction and project completion with a primary focus on commercial, federal, state and municipal jobs.

### **RESPONSIBILITIES:**

#### **Project Planning/Setup**

- Establish, update, and communicate Project Schedule and manage its implementation.
- Understand best practices of job set-up and management, understand the critical path of scheduling.
- Assemble RFP's, subcontractor scope of work review, complete purchase orders and subcontracts
- Analyze contract documents, purchase orders and subcontracts for compliance and risk management.
- Work with preconstruction team in development of projects.

#### **Project Execution**

- Schedule and manage construction activities with field personnel and subcontractors.
- Order project materials to ensure proper quantity, quality and timing.
- Review shop drawings and submittals.
- Monitor scope of work by visiting job site regularly, communications with site personnel and maintaining contract/subcontract change processes.

#### **Project Management/Administration/Safety**

- Create baseline project schedule and perform scheduling updates.
- Manage job costs and cost projections, manage the change order process and approve invoices.
- Manage subcontractors and suppliers for the project.
- Review job site safety with on-site personnel and ensure OSHA compliance.

#### **Managing Client Relationships**

- Function as the main point of contact with project owners and on-site representatives. Provide frequent interactions and timely communications to build positive relationships and future work opportunities.
- Build strong relationships with customers, key vendors and field personnel by treating all as partners in the project.

#### **Management and People Skills**

- Delegate and monitor work and provide constructive feedback.
- Coordinate and lead preconstruction meetings, weekly job meetings and regular client meetings.
- Possess confidence and ability to execute without significant oversight, but have an equal willingness and sense to seek input from supervisors, peers, and company experts when needed.



**QUALIFICATIONS:**

**Knowledge, Skills and Abilities:**

- Minimum five years of commercial construction experience or related previous experience
- Organization, flexibility, outstanding customer focus and strong communication are essential for the successful candidate.
- Proven ability to assist with all responsibilities for complex projects
- Detail orientation sufficient to organize and manage multiple project tasks and multiple projects
- Positive and professional attitude and strong customer service skills
- Knowledge of construction cost, scheduling, estimating, purchasing, and engineering principles and techniques, as well as accounting principles.
- Possess basic understanding of construction law and generally accepted business practices
- Intermediate level of proficiency with computer applications including Microsoft Office programs and MS Project.
- Current driver's license

**Education:**

- Bachelor's degree in Construction, Construction Management, Civil, or Architectural Engineering, or Business preferred, but not required.

**COMPENSATION:**

- The Project Manager position is local, permanent and full-time.
- Fowler & Hammer Inc. offers a competitive salary commensurate with experience and exceptional benefits including medical and dental insurance, 401K, vacation time and paid holidays.

Fowler & Hammer Inc. is an Equal Opportunity Employer.

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