



THE DANIELE COMPANY

CONSTRUCTION MANAGER | GENERAL CONTRACTOR

Job Description – Project Manager

General Position Summary

The Project Manager manages the overall project direction, completion and financial outcome and administers both the owner and subcontractor relationships for assigned projects. The Project Manager is responsible for directing and mentoring on-site administrative staff. The position requires business acumen and business management skills and must demonstrate strong leadership, organizational and time management skills, as well as have strong, clear, complete communication and effective client service.

Major Duties & Responsibilities

- Monitor productivity and progress of subcontractors along with compliance with contract documents
- Communicate and enforce TDC Safety and Health Management Program
- Demonstrate commitment to a Beyond Zero Safety Environment through own actions and mentoring others
- Management of on-site administrative staff including the training & education of project engineers
- Prepare and execute Project Execution Plan, including managing the bid and submittal process.
- Read and thoroughly understand project contract requirements
- Manage project permit process
- Procure proof of owner's Builder's Risk Insurance or facilitate purchase
- Obtain Notice of Commencement, if applicable
- Prepare trade contracts and purchase orders for review
- Oversee cost control and change management systems
- Maintain good relationships with clients, designers, consultants and internal clients
- Prepare initial master schedule and oversee updates
- Compile reports regarding financial performance of the project
- Prepare monthly owner project status reports, as required
- Review and approve Trade Contractor Payment Applications with Superintendent
- Review TDC pay application to owner and ensure monthly submission
- Attend and lead project meetings, including progress, pre-construction and pre-award
- Review inspection and test data for compliance with specifications
- Develop and maintain site logistics plan, in coordination with Superintendent
- Conduct quality inspections
- Oversee project close-out



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Project Manager – Position Description

Job Skills & Abilities

- Business acumen
- Computer knowledge and efficiency, including Microsoft Office products
- Knowledge of Prolog
- Thorough understanding of industry
- Strong written and verbal communication skills
- Good math/accounting skills
- Strong management skills
- Functions effectively as part of a team
- Exhibits strong leadership qualities
- Ability to maintain discretion and confidentiality at all times
- Dependability
- Excellent time management and organizational skills
- Strong decision making/problem solving skills
- Negotiation skills

Education and/or Experience

Bachelor's Degree – Construction Management, Engineering or equivalent 7 to 10 years of industry experience

Have demonstrated ability to manage large/complex projects (up to \$30 million) Authority

Authority

The Project Manager derives his or her authority, and performs all duties with guidance, from the Project Executive, Vice President, Account Manager or Senior Project Manager.

The Project Manager is responsible for supervising, managing and coordinating the efforts of the project team on a day-to-day basis. This person supervises two or more professional level persons on a full-time basis.

Work Environment/Job Conditions

This job is primarily performed in the office and requires frequent sitting (often working on a computer), frequent walking, standing, bending, and reaching. Due to computer usage, there may be repetitive motions of the hands and wrists. He/she must be able to navigate the jobsite and is expected to be able to comply with all safety regulations in the office and on the jobsite.

NOTE: The above represents the core Best Practices which are fundamental in successful Project Delivery.



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