

## **Project Manager (Plumbing Construction):**

POSITION TITLE: Project Manager

BASIC FUNCTION: The person in this position will be the liaison between Field Operations and the other functional areas of the company to help ensure the projects are completed on time and under budget.

REQUIREMENTS: The person in this position must have a strong understanding of construction, plumbing, and project management; preferably with 5+ years of plumbing construction experience; and good computer software skills

RESPONSIBILITIES: The Project Manager has the following responsibilities:

1. Upon award of any project, review scope and transition project from Estimating to Operations
2. Create Submittal book of the materials and fixtures that will be used on the assigned project.
3. Set up job accounts with suppliers that will be used on the project
4. Coordinate with the Office Manager to ensure preliminary notices have been mailed out, insurance certificates have been sent to the General Contractor, Job Book has been completed, (2) sets of plans have been ordered for the General Manager or Superintendent and the Foreman
5. Review the contract and meet with the Controller to discuss any concerns
6. Submit RFIs to the General Contractor, as required by our Field Operations
7. Write up and submit change orders to the General Contractor for extra work or potential extra work and maintain and manage a change order log for each project to help with faster approvals
8. If required, perform a detailed take-off of materials required for the project. Identify materials that may not be approved per the specification book and get approvals for lower cost equals and maintain the project Procurement Log.
9. Generate Purchase Orders and purchase materials. If Purchase Order exceed limit of authority, meet with VP Operations or General Manager for approval.
10. Coordinate with the Foreman on scheduling to ensure material is ordered and delivered at the required dates
11. Complete the schedule of values during the billing cycle and review with the VP Operations. Upon approval by Controller, forward the schedule of values to the Office Manager, so she can submit the monthly billing
12. Coordinate the submission of all close-out documentation as required by the General Contractor
13. As required, provide reporting and analysis on projects to determine profitability and labor efficiency.

WORKING CONDITIONS: The Project Manager will work at the head office. As needed, may be required to attend meetings at job sites or the General Contractor's office.

ADDITIONAL QUALIFICATIONS: We would like our Project Manager to be able to use Bluebeam software to overlay plan sheet files to help identify conflicts for RFIs and change orders. Previous experience in plumbing field and/or construction project management preferred.

Compensation based on experience