

Job Description Project Manager

POSITION OBJECTIVE

A Model Construction *Project Manager* (PM) will successfully manage all projects and/or tasks to exceed the expectations of the clients, both external and internal. He/she will be responsible for managing personnel, including Assistant Project Managers, Project Coordinators, and co-op students/interns.

On an annual basis, at minimum, a *PM* will be measured against the qualifications set forth below and in the Career Path Matrix and the annual performance goals established with his/her direct report.

JOB RESPONSIBILITIES

1. **Safety.** The safety of Model personnel, subcontractors, owners and any other visitor to Model project sites is the number one priority of all Model Construction personnel. A Model Construction *PM* must possess and, where applicable, be able to demonstrate the following Safety core competencies:
 - a. An understanding that, in all planning, estimating, bidding, buyout, purchasing, scheduling, supervising and all other tasks involved with managing a project, Safety must be the primary consideration and will trump all other considerations when carrying out these tasks.
 - b. Able to evaluate Subcontractor Safety Programs and determine completeness and applicability to work performed.
 - c. Able to conduct, complete and monitor Activity Hazard Analysis for critical work activities.
 - d. Understanding of OSHA inspection procedures and ability to represent Model during such inspections.
2. **Preconstruction.** A Model Construction project team consists of the following team members, at minimum; Architect, other Design Consultants, Development Project Manager, Estimator, Property Management representative, Project Manager, Safety Manager, Accounting representative and others required on a project specific basis. The Model Construction *PM* will interact with this group as well as coordinating architects, engineers, environmental consultants, energy consultants, attorneys, title agents, management company representative and sales agents. The capability to manage a group of diverse personalities with different agendas is imperative. A *PM* must possess and, where applicable, be able to demonstrate the following Preconstruction core competencies:
 - a. Ability to incorporate and balance the interests of Development, Construction, Property Management and external clients into the project.
 - b. Ability to manage and execute the overall bid process from solicitation to approval review.
 - c. Ability to analyze estimates, takeoffs and bids and make award decisions based on the common interests of the Company.
 - d. Ability to evaluate scopes of work and determine if they are written to maximize benefit to the Project.
 - e. Ability to evaluate construction documents for compliance and completeness.
 - f. Ability to negotiate design/build and lump sum subcontracts.

3. **Quality Assurance and Quality Control.** A Model Construction *PM* must possess and, where applicable, be able to demonstrate the following Quality Assurance/Quality Control core competencies:
 - a. An understanding of the QA/QC plan, associated activities and reports required, and the willingness to hold everyone accountable to the plan.
 - b. Knowledge of and ability to manage Green/Sustainability initiatives.

4. **Finance.** A Model Construction *PM* will manage his/her own Projects. The *PM* has ultimate budget responsibility for all Projects under his/her control and will hold those reporting to him/her accountable for the budgets on their projects. The *PM* must possess and, where applicable, be able to demonstrate the following Project Finance core competencies:
 - a. An in depth understanding of project pro-formas and how the various funding sources impact scope and cost.
 - b. Ability to monitor and manage the costs on several Projects concurrently, including those managed directly.
 - c. Ability to analyze budget variances and communicate reasons for variances to upper management.

5. **Schedule.** A Model Construction *PM* must possess and, where applicable, be able to demonstrate the following Project Scheduling core competencies:
 - a. Proficiency in Microsoft Project, or equal.
 - b. Ability to create and update a master CPM schedule.

6. **Documentation and Communication.** Effective communication and thorough documentation are imperative throughout the entire design build process. The Model Construction *PM* must be willing and able to hold the entire design build project team accountable for both. .

VALUES, SKILLS, KNOWLEDGE AND ABILITIES

- **Commitment.**
 - Firm commitment to company's core values: Partnership, Innovation, Sincerity, and Stewardship.
 - Commitment to working in a collaborative, team environment.
- **Education Degree.** A bachelors degree and 5 years relevant industry experience or 10 years relevant experience.
- **Computer and Technical Skills.** Should be able to embrace and adapt to technology required to fulfill responsibilities of this position, to include Microsoft Office, Yardi and Timberline Project Management software, or equal.
- **Personnel Supervision.** Manages and directs his/her direct reports, including:
 - Annual performance reviews of any direct reports.
 - Periodic reviews of progress toward annual goals of any direct reports.
 - Establishment of annual performance goals of any direct reports with Senior Project Manager.
- **Industry Knowledge.** Due to the variety of projects that the Model Group targets for construction, a wide breadth of knowledge is desired for the *PM* to be viewed as a valuable resource by a variety of clients.
- **Leadership.** The *PM* must be able to lead both clients externally and project team members internally. Experience with responsibility for leading, supporting and managing a skilled staff and consultants.

- **Team-oriented.** Committed to working in a collaborative team environment.
 - **Communication.** Developed writing and verbal communication skills and the ability to work effectively with other team members. Capable of representing the company publicly in a professional manner.
 - **Time Management.** Developed organizational, planning and time management abilities utilized to solve problems creatively, manage/schedule multiple priorities, and adherence of deadlines.
 - **Budgetary Skills.** Prepare and manage project budgets, including preparation of funding requests, project proposals, change orders, and invoices. Responsible for ensuring all are approved, contracted, and paid on time as needed to keep a project moving forward.
-

To apply for this position:

Send cover letter and resume to info@modelgroup.net, including "Application for Construction Project Manager position" in the subject line. No phone calls, please.