



JOB TITLE: Project Manager

GROUP:		FLSA STATUS: Exempt
DEPT:	Office	GRADE:
LOCATION:	Canoga Park	EFFECTIVE DATE:
REPORTS TO:	Vice President of Construction Operations	APPROVED BY:

GENERAL PURPOSE

Responsible for the efficient, cost effective and ethical development and management of company projects in line with the organization's customer satisfaction, profitability and growth objectives.

RESPONSIBILITIES/DUTIES: Essential functions of the job are denoted by an asterisk (*). Other duties may also be assigned. Please note that the essential functions may vary depending on department size, organizational structure and/or geographic location. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

- * Keeps abreast of economic and technical trends within the industry; identifies opportunities and threats to the organization.
- * Plays a lead role in business development activities; develops/maintains positive relationships with contractors, suppliers, community members, and past/present clients.
- * Defines customer expectations, project scope and associated accountabilities.
- * Creates schedules of values for projects under his/her direction.
- * Reviews and maintain purchase orders, RFI logs, and Submittal logs through eSUB.
- * Prepares and executes material buyouts.
- * Evaluates and plans revisions for change orders.
- * Coordinate with Field Superintendent the proper allocation of tools, equipment and labor.
- * Tracks project status and addresses related issues in a proactive and professional manner.
- * Coordinates project billing and collections; ensures paperwork is handled in the most effective and expedient manner.
- * Utilizes creative means of streamlining work processes and controlling operational costs.
- * Carries out all responsibilities in an honest, ethical and professional manner.

- *• Responsible and accountable for overall satisfaction of clients and profitability of Projects.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications which an individual needs in order to successfully perform the duties and responsibilities of this position. Please note that the minimum qualifications may vary based upon the department size and/or geographic location.

Skills/Abilities:

- Ability to think strategically, analyze complex business data, and develop creative recommendations and solutions
- Planning, organizing, scheduling, supervisory and project management skills
- Verbal, written, negotiation and presentation skills
- Strong understanding of customer and company direction.
- Ability to interact effectively at all levels, across diverse cultures
- Ability to function as an effective team member
- Ability to facilitate progressive change
- A high quality business working knowledge.
- Proficient with MS Word, Excel and Project

PHYSICAL DEMANDS: In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

Must be able to see, hear, speak and write clearly in order to communicate with employees and/or other customers; manual dexterity required for occasional reaching and lifting of small objects, and operating office equipment.

Travels as required to meet accountabilities.

WORK ENVIRONMENT: In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job within the environment.

The office is clean, orderly, properly lighted and ventilated. Noise levels are considered low to moderate. Work sites vary from location to location.