



FIRST MIDWEST GROUP

JOB DESCRIPTION

JOB TITLE: Project Manager

FLSA STATUS: Exempt

DEPARTMENT: Construction

DATE: January 10, 2018

POSITION SUMMARY:

The Project Manager is responsible for leading all aspects and phases of a project from conceptual design to final completion, ensuring adherence to plans, specifications and industrial standards. The Project Manager shall oversee the total construction effort of their projects to ensure they are safely constructed in accordance with design, within budget, and required delivery dates. This role requires advanced communications with internal departments, external customers, design professionals, city officials, subcontractors and suppliers.

SUPERVISION:

Reports to and works under the general direction of the Director of Construction. The Project Manager provides occasional direction to subcontractors, superintendents and laborers.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

- 1) Provides leadership throughout a project to ensure timely quality result. This includes estimate review, level I budgets, start-up, regular interim and close-out meetings.
- 2) Builds and maintains the project schedule, identifies and resolves problems along the critical path.
- 3) Coordinates project activities with field superintendents to ensure that all milestones are met and job continuity is maintained.
- 4) Collaborates with the construction and leasing team on processes.
- 5) Manages submittals, introductory letters, subcontractor approvals, and lump sum breakdowns.
- 6) Reviews project plans for constructability and cost feasibility; assists with project risk assessments and prepare scope of work matrices.
- 7) Creates, formalizes and maintains the construction budget; accurately tracks all budget changes, prepares budget reconciliations; analyzes and manages project progress, costs and cash flows; develops cost controls and tracks project costs.
- 8) Provides exceptional customer service; develops and fosters longstanding relationships with customers, architects, engineers and subcontractors.
- 9) Identifies potential subcontractors and vendors.
- 10) Requests bids, handles prequalification notices and submits bids for review and approval.
- 11) Negotiates change orders, inputs and manages project budget, and ensures that required documentation is filed;
- 12) Initiates project startup, closeouts and maintains project files.
- 13) Attend final punch list inspection and/or closeout meeting and completes final documents.

- 14) Manages and oversees completion of final closeout of project including warranty manual for construction and maintenance.
- 15) Participates in weekly construction department meetings.
- 16) Complies with all safety procedures and policies of the company; must understand and adhere to OSHA requirements in the construction industry.
- 17) Prepares and presents monthly project reports utilizing photographs, observation reports, schedules, and job cost reports.
- 18) Attends staff meetings, workshops, seminars, and assigned training.
- 19) Trains workers in construction methods, operation of equipment, safety procedures and company policies; ensures company and safety rules are followed.
- 20) Performs other duties as assigned by Director or executive leadership.
- 21) Perform all other related duties as assigned.
- 22) Ensures the project is in compliance with company policies and state and federal employment regulations.
- 23) Schedules and facilitates regular client meetings during the course of the project.
- 24) Determines tenant expectations and sets direction of tenant value drivers with site team.
- 25) Measures the success of meeting the tenant's expectations and value drivers during the course of the project and at project closeout.
- 26) Work closely with leasing and site teams to ensure construction activities support tenant requirements, project schedule, safety, quality and budget.
- 27) Ensures the field team utilizes professional demeanor while interfacing with vendors, subcontractors, landowners and other community members.
- 28) Holds primary financial responsibility for the project budget and work codes.
- 29) Oversees and ensures that approved subcontracts, purchase orders, certificates of insurance, service agreements and other documents are created and distributed on time to meet lease delivery dates and CPM schedule.
- 30) Verifies and is held accountable for ensuring subcontractors have not started work on a project site until all subcontract agreements have been executed.
- 31) During construction, the Project Manager will regularly review the project costs against the budget; and through the cost-to-complete process accurately forecasts project costs, revenues, profits, change orders and billings to the conclusion of the project.
- 32) Monitors the receivables of the project to ensure a positive cash flow.
- 33) Ensures the site management team is accurately monitoring costs against budget, tracking and reporting quantities.
- 34) Regularly reviews and reports proposed change orders and cost deviations with Director of Construction.
- 35) Obtains approval for change orders and cost overruns advance of progressing with change orders and cost overruns.
- 36) Partners and Collaborates with property management, leasing and accounting on projects.
- 37) Keep current with technical developments to other managers and departments.
- 38) Develop, read, fully understand and correlate the contract documents with the scope proposal to ensure the project is built within the scope of the contract (design, budget and schedule).
- 39) Responsible for correlating all major subcontracts and material with proposal scopes and the contract.
- 40) Facilitates the "hand off" meeting with the estimating team to appropriately plan resources (labor, equipment, vendors, subcontractors).
- 41) Ensures that the project is productive and efficient, Best Practices are communicated, and the project is technically sound and compliant.

RECOMMENDED MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

A High School diploma or equivalent is required. Bachelor's degree in Engineering, Construction Management or related field is preferred, PMP certification a plus. Minimum of two years' experience in commercial project management required. Four or more years or equivalent work experience as a Project Engineer and/or Assistant Project Manager in the construction industry, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above is required. Work experience with commercial projects highly preferred. Work experience in the design-build industry desired. Proficiency with Microsoft applications, in particular Word and Excel, is highly desirable.

A thorough background investigation, including personal and professional references, criminal background and motor vehicle review will be conducted prior to offer of employment. Must be able to successfully pass a pre-employment physical examination and drug/alcohol screen following a conditional offer of employment.

Knowledge, Skills and Abilities

A candidate for this position should have thorough knowledge of the following:

- International Building Codes and general construction codes.
- General construction procedures and techniques, including carpentry, cement, mechanical, plumbing and electrical work.
- Materials, methods and practices used in all phases of building construction
- Reliance on experience and judgment to plan and accomplish goals
- Solid understanding of value engineering, life cycle costing, and project profit/cost processes.
- Experience in driving accountability for financial and operational effectiveness, integrating and aligning efforts within teams, monitoring results, and tackling problems directly.
- Knowledge and experience in cost accounting.
- Exposure to construction regulations and rules.

Skill in:

- Conceptual skills and ability to develop work plans and project schedules.
- Computer software programs and office applications, including a working knowledge of Microsoft Word and Excel.
- Effective leadership and communication (oral, written, presentation) skills.
- Strong interpersonal skills
- Adaptive, problem solving orientation.

And ability to:

- Read blueprints and ensure that the project is being constructed in accordance within project guidelines, on schedule and within budget.
- Perform mathematical calculations to analyze building designs.
- Visualize and comprehend the intended design from graphic diagrams and plans.
- Travel to project work sites.
- Establish and maintain effective working relationships with employees, subcontractors, suppliers and customers.
- Adapt to different personalities and management styles
- Manage a team in an efficient and effective manner
- Work within a complex business as an active participant in driving growth and change;
- Efficiently manage multiple projects and priorities simultaneously under time constraints.

- Maintain a positive attitude and professional demeanor.
- Recommend, develop and implement standardized departmental practices and procedures.
- Assist with site supervision, when warranted.
- Maintain accurate records, inspection field data and concise files.
- Organize, prioritize and carry out office work with minimal supervision and in a timely manner.
- Safely operate a motor vehicle.

CONTACTS OUTSIDE OF DEPARTMENT:

This position frequently interacts with residents, business owners, developers, contractors, architects, engineers, realtors and other Village staff members. On occasion, this position may interact with elected officials, appraisers, craftsman and the general public. Work with engineers, environmental teams, owners, vendors, suppliers, etc.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the working conditions for this position are performed mostly in office settings. Regular outdoor work is required in the inspection of various land use developments and construction sites. Inspections must be performed during each weather season, as directed by the needs of the department. The employee will have to travel outside of the office environment to accomplish specific duties. The employee must be physically capable of moving about on construction work sites and under adverse field conditions.

The employee is occasionally exposed to extreme heat and/or cold, wet and/or humid conditions or airborne particles. The employee is occasionally required to stand, stoop and climb or balance; speak and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; repetitive arm, hand and eye movements are included. The employee occasionally works near moving mechanical parts and in high, precarious places. The ability to withstand heights, walk on roofs, maneuver around and/or through obstacles, construction materials, manufactured materials and/or equipment is required when the employee is at inspection/job sites. An individual in this position is frequently required to sit, walk, stand and on occasion, may need to lift, carry, push or pull objects, up to 50 pounds. There is frequent twisting, kneeling, squatting, crawling, climbing, reaching, wrist turning and grasping.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The noise level in the office environment is usually moderate. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas.

Attendance is required for a 40-hour work week, which consists of five 8-hour days. May be requested to attend night meetings of the Village Board, Plan Commission, Zoning Board of Appeals and other commissions or committees, as necessary.

TOOLS & EQUIPMENT USED:

Machinery and equipment including personal computer, permitting software and other standard office machines, servers, phones, fax machines, printers, copiers, scanners and making multiple, complex and rapid adjustments. Other equipment includes general office equipment, ten (10) key calculator, cellular

communications equipment, tape measure, flashlight, testing equipment, camera, paper cutter, paper punch, tape recorder, multi-level file cabinets, light mechanical equipment, ladder or scaffolding, level, laser level, combustible gas detector, automotive vehicle and job-specific equipment as required by assignment.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

First Midwest Group is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, First Midwest Group will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

REVIEW/APPROVALS:

Employee

Date

Supervisor

Date

Human Resources

Date

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