



Project Manager Commercial Construction | Issaquah, Wa
Established Commercial/Industrial Contractor:

JOB TITLE: PROJECT MANAGER

REPORTS TO: VP of Operations, Senior Project Manager (per job assignment)

Mission

Provide overall administrative and technical management of construction projects from contracting through project close out.

Responsibilities

Estimating Projects

Management of Projects

- owner contract review and/or formulation
- job mobilization and pre-project Hazard Analysis Checklist with Superintendent, subcontractors
- supplier buyout
- write subcontracts scope of work and major purchases contracts
- assist Superintendent with development of construction schedule
- update monthly submittal review
- code and approving invoices
- prepare monthly billings and job profitability projections
- negotiate and write owner and/or subcontractor change orders
- coordinate project with Superintendent
- coordinate safety efforts with subcontractors, Superintendent, and Safety Director

Maintain Reports and Logs

- submittals
- owner and subcontractor change orders
- job cost projections
- current drawing list
- estimates and updates

Project Close Out

- obtain Certificate of Substantial Completion
- obtain Certificate of Occupancy
- retention
- warranties
- as-built drawings
- other information for owner's manual

Perform additional job assignments as requested by supervisor(s)

REPORTING REQUIREMENTS

All estimates, subcontracts, material purchase contracts, schedules, and invoices (the Senior Project manager and/or VP of Operations must approve billings).

SUPERVISION REQUIREMENTS

Assistant Project Managers, Superintendent (both per job assignment)

JOB SPECIFICATIONS --MINIMUM REQUIREMENTS

Education: BS in Construction Management, Civil or Structural Engineering, or related degree. Experience may be substituted for a college degree.