- Project Manager –

Watson-Forsberg is currently seeking a full time Project Manager to join our team.

Headquartered in Minneapolis, Minnesota, Watson-Forsberg provides general contracting services to corporate, government and institutional clients throughout the Upper Midwest. The Minneapolis-based firm has a broad range of experience and expertise in historic rehab, commercial, worship, and multi-family housing construction.

Watson-Forsberg has a tradition of excellence and is a diverse professional construction services organization that delivers honesty, integrity and flexibility to achieve clients' project objectives.

Responsibilities:
As a project manager, you will provide overall leadership direction to a project; including the management of project quality, timeliness, safety. Organization, flexibility, excellent customer focus and strong communication are critical in performing duties which include but are not limited to:
- Assist Sr. Project Manager in bidding
- Assist Sr. PM in building project budget, selecting subcontractors and vendors; write subcontractors' scopes and draft subcontracts.
- Lead permit application process and delegate to Associate Project Manager, Project Coordinator or Field/Project Engineer
- Develop and maintain project financial and equipment budgets
- Set up project in project management software
- Identify and make necessary budget management decisions
- Approve monthly subcontractor and vendor applications/invoices for payment
- Provide financials and billings to Accounting for monthly payment applications
- Review monthly pay applications prepared by Project Coordinate
- Maintain budget for and make selections of subcontractors and suppliers
- Lead Project Coordinators and Field/Project Engineers
- Approve time cards for project staff
- Provide ongoing feedback of work performance
- Assist with the review of the Owner agreement
- Resolve site concerns for the Owner or Owner's representative
- Provide frequent interactions and service to build positive relationships and future work opportunities
- Work with Project team to develop and manage the master project schedule
- Prepare subcontractor pricing for proposal requests (PR's) and architectural supplemental instructions (ASI's) and Owner change orders as required.
- Submit and track Owner change orders
- Lead Owner, Architect, Contractor (OAC) meetings
- Work with Safety Consultant and others on the project team to ensure onsite safety.
- Maintain schedule and budget until project completion
- Provide high level management of quality, risk, safety and compliance for the project and team members.

Experience/Education Requirements:
- 4-year degree in Construction Management or similar
- A minimum of two years working as a field or project engineer
- Must provide own transportation

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to remain in a stationary position, moving about the office to access file cabinets, varying office locations, office machines, constantly operating a computer and other office machinery (i.e. copier, fax and printer). Occasionally positions self to work atop, under or traverse company rooms and or equipment. The person in this position frequently communicates with staff, vendors and customers and must be able to exchange and communicate accurate information in these situations. The employee must occasionally lift and/or move up to 25 pounds

To learn more about Watson-Forsberg, we invite you to explore Watson-Forsberg's website at www.watson-forsberg.com. For immediate consideration please forward résumé and references to info@watson-forsberg.com.

Watson-Forsberg, Inc. is an Equal Opportunity Employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.