



- Project Manager -

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.

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

Job Type: Full-time

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.