

<b>Job Title:</b>	<b>Project Manager</b>
<b>Reports to:</b>	<b>Vice President of Operations</b>
<b>Department:</b>	<b>Operations</b>

**Purpose**

The role of Project Manager is to lead, direct, coordinate and execute the day-to-day management of the project according to strict deadlines and budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants to deliver projects according to plan. The Project Manager will also define the project's objectives and oversee quality and budget and safety throughout its life cycle.

**Essential Duties and Responsibilities\***

**Contract Compliance**

- Adhere to and enforce all company policies and procedures including those outlined in the Gilmore Employee Handbook.
- Understand and administer Gilmore's contract and subcontract agreements.
- Define and understand general contract, project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Identify, communicate and document conditions that are beyond the contractual agreement.
- Manage and participate scope reviews of the various bid packages as needed.
- Direct and manage project development from beginning to end.
- Define and assemble the resources and participants needed to achieve project goals.
- Determine and assess need for additional staff, crew and/or consultants and make the appropriate recruitments if necessary during project cycle.
- Develop best practices and tools for project execution and management
- Manage the Quality Assurance/Quality Control (QA/QC) program

**Financial Management**

- Manage budget and financial reporting, interpret and analyze reports to ensure adherence to project budget.
- Draft and submit budget proposals, and maintain budget changes whether internal or external
- Maintain cost to complete reports
- Prepare and submit periodic pay applications to the client.
- Prepare and issue subcontract agreements to include full scope outlines, general conditions and supplementary conditions of the project.
- Prepare and issue major purchase orders (in excess of \$1,500).
- Manage and document changes to subcontractor and vendor agreements. Communicate commitment changes immediately to accounting.
- Review and approve all field purchases and invoices
- Prepare issue and maintain commitment requirements for all subcontracts and major purchase orders.
- Review weekly time cards and labor utilization. Review trends and projections with project superintendent.
- Manage all project accounts to closeout.

**Project Administration**

- Lead in the development of high-performance teams through supervision, training, coaching, and mentoring. Ensure regular feedback is shared with staff including timely completion of employee performance appraisals.

- May work with preconstruction team in development of project.
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company
- Set and continually manage project expectations with team members and other stakeholders.
- Develop and improve upon assigned client relationships fostering a “trusted advisor” status.
- Foster and enhance architect, subcontractor and vendor relations.
- Delegate tasks and responsibilities to appropriate personnel
- Post and maintain all contract documents and correspondence on webs based project management system (Procore).
- Plan and schedule project timelines and milestones using appropriate tools
- Identify and manage project dependencies and critical path.
- Track project milestones and deliverables to the project goals.
- Develop and deliver monthly progress reports, proposals, requirements documentation, and presentations.
- Determine the frequency, content and production of status reports from the project team, analyze results, and troubleshoot problem areas and report to accounting and senior management in a timely fashion.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans and monitor.
- Identify and resolve issues and conflicts within the project team.
- Maintain all project documentation organized for immediate and future reference.
- Complete closeout procedures and requirements expeditiously.
- Administer warranty program for customer follow up including 6 and 11 month checks up.

**Project Communication**

- Liaise with project stakeholders on an ongoing basis.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Ensure the project superintendent and other team members are completely familiar with all contract documents including contracts, subcontracts, scope of work, construction drawings, specifications and any other documents.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Coach, mentor, motivate and supervise project team members and contractors and influence them to take positive action and accountability for their assigned work.
- Conduct project post mortems and create a recommendation report in order to identify successful and unsuccessful project elements.

\*May perform other duties as assigned.

**Qualifications**

- Minimum 10 years' experience in construction or construction related field, 5 years' experience as a Project Manager.
- Bachelor's degree in Construction Management or related field of study preferred. Experience could be substituted for lack of degree.
- Knowledge of building construction, means and methods, scheduling and cost control procedures, general contract, general conditions, subcontract documents, drawings and specifications.
- Proven written and verbal communication abilities; proficiency with computer applications, including Microsoft Office Suite and web-based construction project management software (Procore).

- Must have advanced presentation skills. Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and project schedule.
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- Demonstrated leadership and interpersonal skills.
- Very strong oral and written communication skills required.
- OSHA 30-hour certification.
- CDOT erosion control management certification.
- CPR and first aid certification.
- Well organized and detail oriented.
- Material take-offs and ordering.
- Must pass criminal background check, MVR review and drug test.

### Key Performance Indicators

Effective performance of a Project Manager centers around the ability to manage and organize a project from pre-construction to project closeout on site. These abilities provide the entire project team with confidence that all bases are being touched.

- Job and contract knowledge, productivity, cost effective and schedule management
- Judgement, problem solving and adaptability skills
- Communication (written and oral), decision making and record keeping
- Productivity, quality, safety and compliance skills
- Leadership, crew/subcontractor management, teamwork, client relationship skills
- Team participation and attitude

### Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

### Physical Requirements

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performance of the duties will occasionally require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear (bells, whistles, etc.), stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 lbs.

\*\*To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

<b>Approved by:</b>	<i>Vice President of Operations</i>
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<b>Date approved:</b>	<i>December 14, 2017</i>
<b>Reviewed:</b>	<i>December 14, 2017</i>

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.

**Gilmore Construction is an Equal Opportunity Employer**

**EMPLOYEE ACKNOWLEDGEMENT (2 Copies, One for File and one for the Employee)**

I, \_\_\_\_\_, acknowledge review of this job  
(PRINT Employee's Name)

description.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_