



PROJECT MANAGER 3

JOB DESCRIPTION

Version
11/01/2021

JOB PURPOSE

Upholds Andersen's Core Values while overseeing all phases of the construction process while ensuring the project is completed on time and within budget. Provides leadership and accountability to the project team during all phases of the project while making and maintaining lasting relationships. Takes proactive role in training and mentoring Project Engineers.

REPORTS TO

Senior Project Manager or Project Executive

JOB CLASSIFICATION AND HOURS

Salaried / Exempt Employee

LOCATION

Combination of Main Office and Project Sites

- Ability to regularly travel between the Regional Offices of Andersen, jobsites, client and design offices and other occasional business-related travel.

QUALIFICATIONS AND TECHNICAL SKILLS

- 4-year college degree in Construction Management, Architecture, Engineering, or related field (preferred)
- 10-12+ years experience and 2+ years as PM2
- Microsoft Office Suite
- CMIC or another equivalent Project Management platform
- BIM
- Procore
- Proficiency in Project Scheduling
- Proficiency in Project and Scope budgeting and estimating.
- Understanding of multiple construction types and processes

PROFESSIONAL QUALITIES

- Embody and promote Andersen Core Values
- Strong management, coordination, and organization skills
- Ability to integrate and uphold organization's Core Values in all interactions.
- Excellent communication skills – verbal and written.
- Ability to plan, organize and lead project meetings with Project Staff and Owner
- Ability to interact with Company Executives and other internal customers – ability to perform as a leader and a team player.
- Excellent decision-making skills
- An understanding of the business and ability to apply sound judgment efficiently based on synthesis of past experiences.
- A good balance of technical and managerial skills
- Excellent analytical skills

RESPONSIBILITIES

1. Safety

- Be a productive member of the Site Safety Team
- Hold all members of the Team and yourself accountable for Andersen Safety Standards
- Take part on Safety Huddles and Tool Box Talks with Field Teams
- Perform at minimum 1 effective safety inspection per week and track all issues in Procore until closed

2. Quality

- Work with Project Team, Quality Assurance Manager, Quality Control Engineer to develop project QC Plan
- Constructability reviews to ensure schedule, cost control, and quality are maintained
- Assist Project Team with water intrusion prevention planning
- Participate periodically in QC pre-installation meetings
- Monitor QC Plan implementation progress and assure field team is implementing the QC Plan
- Monitor list of open quality deficiencies and assist field team with Trade Partner communications to achieve closure

3. Contracts

- Review and maintain a thorough understating of prime contract, project conditions, drawings, and specifications
- Ensure bonds and insurance are in place as required by the prime contract

4. Scope Management

- Manage large scopes including:
 - Leads Team in all Preconstruction activities
 - Leads constructability review for all scopes
 - Writing complete scoping documents
 - Developing comprehensive plans and scopes for direct Trade Partners and as assigned
 - Directing and supervising the Project Engineers that are involved in those trades.
 - Financial Management of billing, changes, potential risk, and staffing for all scopes
 - Schedule monitoring of all trade partners, in conjunction with the Project Engineer and Superintendent support
 - Report and update manager incorporating feedback and guidance.
 - Set up and lead design clash detection, trade coordination and the resolution of same
 - Promote and encourage subcontracting & purchasing from certified MWESB firms even when not required by the Prime Contract

5. Operations

- Field Operations
 - Coordinate and support Superintendent and Foreman with all required field operations
- Staffing
 - Support the tracking of staffing for manager and report performance
- Financial Management
 - Enter budget into CMiC
 - Provide accurate and meaningful MSR's to Project Executive
 - Compile and execute monthly project billings
- Meeting Coordination
 - Shall set up and run all coordination meetings related to assigned scopes.
 - Facilitate/lead meetings in accordance with the Operational Philosophy as set forth by manager
- Other
 - Develop and oversee all submittal and RFI operations including tracking with project schedule
 - Hands on support of Project Engineers and their interaction with Trade Partners
 - Monitoring all Trade Partners schedules in conjunction with Superintendents and Project Engineers

6. Employee Development

- Regularly conduct 1:1 check-ins with all direct reports and manager
- Proactively engage with jobsite Trade Partner management and craftworkers to build relationships, reinforce Positive Jobsite Culture, and ensure Andersen Core Values are being upheld.
- Communicate directly with manager on all personnel issue and needs.
- Overall leader for the project's Summer Interns. Assign each intern to a Project Engineer and monitor/mentor Project Engineer and Intern for a positive experience.
- Responsible for training of Project Engineers
- Responsible for project staff compliance with company procedures

7. Communication

- Actively communicate with and coordinate between Trade Partners, Owner, and Design Team
- Proactively engage with jobsite Trade Partner management and craftworkers to build relationships, reinforce Positive Jobsite Culture, and ensure Andersen Core Values are being upheld
- Look for opportunities to participate and engage in networking and outreach events
- Regularly check-in with previous\ clients, architects, Trade Partners and maintain relationships

PHYSICAL DEMANDS

Lifting < 25 pounds