



# Senior Project Manager 1

## JOB DESCRIPTION

Revision  
11/01/2021

### JOB PURPOSE

Provides overall management direction to multiple projects, establishes project objectives and policies, responsible for prime client relationship, and monitors construction and financial activities through administrative direction of on-site staff. Actively supports business development objectives of the organization and takes a leading role in select targeted pursuits. Leads entire team from project acquisition through preconstruction and construction. Provides main interface with Estimating when establishing the GMP estimate and project budget. Identifies and works to secure all possible self-perform opportunities. Leads our team in understanding the importance of self-perform work and our highest sense of teamwork in these efforts.

The Senior Project Manager is ultimately responsible to drive the GMP process, as well as schedule development. May be top on-site manager on large, extensive projects.

### REPORTS TO

Project Executive or Regional Operations Manager

### JOB CLASSIFICATION AND HOURS

Salaried / Exempt Employee

### LOCATION

Combination of Main Office and Project Sites

- Ability to regularly travel between the Regional Office 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)
- 15+ years construction experience and 5+ years as a Project Manager or equivalent
- Microsoft Office Suite
- Primavera P6
- CMIC, Procore or another equivalent Project Management platform

### PROFESSIONAL QUALITIES

- Embody and promote Andersen's Core Values
- Strong leadership, accountability, coordination, organization, and time management skills
- Effectively set and communicate expectations and manage accountability
- Oversee large teams and/or multiple projects while in preconstruction and construction phases simultaneously
- Strong verbal and written communication skills
- Effective in conflict resolution
- Interact with external Clients, company executives and other internal customers as well as a leader and a team player
- Understands the construction business and able to apply sound judgment efficiently based on synthesis of past experiences
- A good balance of technical and managerial skills

## **RESPONSIBILITIES**

### **1. Safety**

- Be a leader and role model for safety.
- Take part on Safety Huddles and Toolbox Talks with Field Teams
- Regularly walk jobsites and complete inspections in Procore
- Conduct incident reviews to understand where the process failed and implement changes to avoid repeating the same mistakes.
- Provide team support and additional attention on critical trades as needed.
- Participate in incident reviews.
- **Key Takeaway:** *You are responsible for ensuring the creation and nurturing of a positive and safe jobsite culture results in everyone being treated with dignity and respect and everyone goes home safe every day.*

### **2. Quality**

- Oversee the implementation of the project Quality Management Program (QMP). Direct the project team to achieve project quality goals in the execution of construction.
- Bring their years of experience and lessons learned to the QMP and be on the lookout for blind spots that the team might have missed.
- Ensure that the team is leaving a clear paper-trail that demonstrates that the work was completed as designed and per the manufacture's guidelines.
- **Key Takeaway:** *The Quality effort will benefit from the knowledge and experience of the Senior Project Manager, and this must be part of their management routine.*

### **3. Estimating and Preconstruction**

- Lead the project team through the preconstruction checklist.
- Work with estimating department in the management of estimates, preparation, review, and compilation of costs related to project estimate/budget including qualifications, exclusions, value engineering, allowances, alternates, etc.
- Lead development of preliminary project schedules
- Lead development of staffing plans and prepare general conditions estimates in collaboration with the Estimating Department.
- Ensure prequalification of bidders.
- Review and coordinate all trade bid scope in addition to preparing assigned Trade Partner bid scopes, bid analysis, and bid post sheets.
- Assist with preparation and review of internal and external project concrete estimates.
- Support Estimating Department with client presentation and review of estimate and value engineering.
- Oversee successful completion of the preconstruction checklist.
- Provide interim and final review of estimate/budget including qualifications, exclusions, value engineering, allowances, alternates, etc.
- Review and preliminary and updated project schedules
- Review staffing plans and general conditions estimates
- Review of internal and external project concrete estimates
- Bring forward alternate approaches to building systems, equipment and design details early in the design process to ensure most economical and “constructible” design
- **Key Takeaway:** *Ensuring that robust Preconstruction, Estimating, and Buyout processes are completed will minimize future conflicts with our Client and Trade Partners*

#### **4. Team Management**

- Accurately forecast and plan for the manpower needed on a project.
- Ensure having the right team. Communicate early staffing needs to Operations Manager so that positions can be filled early.
- Mentor and coach team members. Proactively deal with performance issues. Communicate needs to Operations so that we can make changes where required.
- Beginning in Preconstruction, clear roles and responsibilities should be lined out for every member of the team.
- Ensures teams and employees are upholding Andersen Core Values and ways of doing business.
- Review the manpower needed on a project and selection of individual staff.
- Beginning in Preconstruction, clear roles and responsibilities should be lined out for every member of the team.
- Visit each job site and attend team meetings as required in order to have working knowledge of current project status and issues
- Responsible for developing and creating future leaders
- Promote excellence at all levels
- Responsible for performance evaluation, salary adjustments, bonus allocations and policies for staff assigned.
- **Key takeaway:** *On your projects, the makeup / dynamic of your teams is your responsibility. When you have anything that is not working, it is up to the Senior Project Manager to communicate needs to Project Executive so that we can make changes where required.*

#### **5. Have the Right Schedule**

- The Schedule, and its accuracy, ultimately resides with the Senior Project Manager.
- Beginning in Preconstruction, participate in the creation of, maintain and monitor the schedule that addresses the needs of the project.
- Work with the Superintendent to ensure starting the project with a fair schedule and then maintaining it throughout the course of the project.
- Review and modify the contract terms related to schedule.
- Ensure the team regularly communicates schedule status to the Owner and Trade Partners.
- **Key takeaway:** *when something changes, scope or otherwise, the Senior Project Manager is responsible to get in front of the Owner to extend / change schedule.*

#### **6. Eliminate GC / GR Losses**

- Establish a responsible GC/GR Budget with the project team – define expectations with field staff.
- Proactively manage GC and GR labor to meet or beat budget.
- Accurately forecast, manage, and coordinate appropriate staff for project success.
- Complete weekly burn rates and staffing level reviews and adjust, using the established GCs/GRs tracker
- Lead prime contract review to ensure fair/favorable contract terms to ensure our success.
- Review GC/GR Budget with the project team – define expectations with field staff.
- Monitor budget, contingency and overall forecast. Alert Regional Vice President and Region Operations Manager of potential risk to fee at the earliest detection.
- **Key Takeaway:** *Senior Project Manager should be looking hard at weekly burn rates and levels of staff. When an issue arises, should put in place a plan to mitigate.*

**7. Administer the Terms of our Contracts / Change Management**

- Ensure that the team administers the project in accordance with the contract terms.
- Proactively communicate with the Owner when issues or potential issues arise.
- Senior Project Managers are the group that should see potential fee erosion first. Monthly define risk factors that have the potential to erode fee.
- Manage owners to ensure balanced application of Contracts terms.
- Communicate schedule risks to owner.
- Ensure timely submittal, review, and approval of Change Orders by the Owner.
- Interprets, composes, and understands risk, legalities and insurance within contracts, contract composition and negotiation.
- **Key Takeaway:** *we cannot be afraid or hesitant to Administer the Terms of our Contracts with our Owners. It is imperative to have hard conversations early when red flags appear.*

**8. Communication**

- When challenges arise, communicate with the Project Executive, but maintain overall responsibility to own and solve the issue. Escalate to the Project Executive when necessary.
- There is no problem with having a problem, there is a problem with management not knowing about it. Overcommunicating to Executive Management is key to bringing in the appropriate resources to predict and effect outcomes.
- Maintain an open line of communication with key members of the design team so that sticky design and quality issues can be addressed collaboratively.
- **Key Takeaway:** *there is no problem with having a problem, there is a problem with not knowing about it. Overcommunicating to Executive Management is key to bringing in the appropriate resources to predict and effect outcomes.*

**9. BIM**

- Promote the BIM process on all possible projects.
- Oversee and right size the BIM execution plan to ensure that projects maximize the benefit of a modeled and coordinated project.
- Track the BIM process starting with the bidding and subcontracting strategy to ensure that BIM costs are included appropriately with each Trade Partner.
- Review the BIM execution plan to ensure that projects maximize the benefit of a modeled and coordinated project.
- **Key Takeaway:** *BIM is now a fact of life on many of our projects and a key coordination and planning tool. The Senior Project Manager must be conversant in the process and able to provide direction if the program is faltering.*

**10. Other Responsibilities**

- Mentor, train, and coach staff in daily tasks and in their career, development including support of company processes and training requirements.
- Coordinate and communicate/consult with the Project Executive as required to inform and update on project status and critical issues.
- Perform other related tasks as assigned, some of which may become essential to the position.
- Adhere to all company and departmental safety policies including use of personal protective equipment when necessary.

**PHYSICAL DEMANDS**

<25 pounds lifting