JOB DESCRIPTION

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| **TITLE:** | Construction Solutions Project Mgr | **DATE:** | 11/2012 |
| **REPORTS TO:** | Construction Solutions Director | **FLSA STATUS:** | Non-Exempt |
| **DEPARTMENT:** | Construction Solutions | **MGT/SPVR:** | No |

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**SUMMARY**

The Construction Solutions Project Manager directs a variety of critical tasks including: design feasibility, planning and directing/coordinating activities of assigned projects to ensure that goals or objectives of the project are accomplished within prescribed time frames and budgets. These duties are performed either personally or through supporting members of the project team. Is fully proficient in most of the essential functions of the position. Possesses excellent organizational skills, communication skills, confidence and professionalism. Demonstrated ability to multi-task and manage several projects at one time.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

* Is the internal technical product expert in all product offerings. Possesses thorough product knowledge for each product offering, and maintains records of product changes including: technical datasheets, engineering calculations, trade publications and compliance issues.
* May conduct product educational summits, visit building department officials and/or structural engineers. Understands and keeps current on local code requirements as they relate to modular walls and modular power.
* Reviews design feasibility.
* Develops final scope and final project management quotes.
* After award of the project, Construction Solutions Project Manager visits job sites and has preliminary meeting with any or all of the following: architects, structural engineers, building inspectors, clients, GCs, electrical, data, plumbing, framing, concrete and drywall contractors for feasibility and education of the product offerings.
* Identifies all special equipment, vehicle and project requirements, i.e. access into building.
* Uses and reads a tape measure to take all site dimensions (width, length height to the nearest 1/16” of an inch). Meets with GC and other trades pre-product delivery to verify that all hold-to dimensions are met. Works with GC and subs to resolve hold-to dimension conflicts and issues.
* Reviews production information and drawings for accuracy and product application.
* Develops job duration, phasing and special requirements for installation as well as vendors. Communicates required equipment list, does all material take-off’s for seismic bracing, adhesives, and any other non-manufacturer supplied materials essential to completing the job.
* Puts project duration data into MS Project and provides client / GC and or architect with project schedule.
* Attends all required project meetings.
* Responsible for delivery for all products and is responsible for reporting damage to all vendors within 24 hour of receipt.
* Available onsite as needed. Coordinates all Construction Solutions related activities with other trades. Resolves any technical product related issues including: hidden damage, missing- sub-assemblies, defective parts. Reports defects to manufacturer.
* Orders replacement products as needed.
* Develops and tracks change orders for scope changes and site conditions. Collects signature for client or GC.
* Develops charge-backs to manufacturer as needed.
* Works with team members to ensure that the job is completed per the quote.
* Inspects quality of workmanship and ensures conformance.
* Conducts final walk-through with client representative at completion of project and obtains all sign-offs.
* Prepares detailed punch list and forwards to team within 24 hours.
* Obtains final client acceptance and sign-off upon completion of the installation.
* Primary point of contact for service or warranty related work.
* Schedules and supervises the warranty / service work.
* Processes claims per vendor requirements.
* Obtains client sign-off
* Closes out all warranty claims with the manufacturer.

**SUPERVISORY RESPONSIBILITIES**

The Construction Solutions Project Manager customarily coordinates actions of multiple supporting positions within the project team.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in, Architecture, Construction Mgt, Interior Design, Engineering, or Facilities Mgt from a four-year college or university; plus 2-5 years industry experience; or equivalent combination of education and experience. Has knowledge of commonly-used concepts, practices, and procedures within field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under some supervision. Primary job functions typically require exercising independent judgment. Working knowledge of Snag It, MS Office, Microsoft Project. Solid understanding of Construction Solutions and how they go together. Understanding of interior construction - architectural elements, lighting, electrical, HVAC, local building codes and basic base building knowledge.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to read and analyze architectural drawings and blueprints. Ability to write reports and general business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply the concepts of both college level algebra and geometry, including, Pythagorean theorem. Ability to add and subtract complex fractions, calculate figures in millimeters, centimeters and fractions to the nearest 1/64”; ability to convert figures to any of the formats at any time. Ability to calculate amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume, margin, mark-up and gross profit.

**REASONING ABILITY**

Ability to exercise independent discretion with regard to defining problems, collecting data, establishing facts, and drawing valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

The employee must provide own transportation, proof of valid state driver’s license, and proof of insurance of an operable vehicle.

**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 talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel and to operate a computer keyboard, mouse, and telephone keypad. The employee is frequently required to reach with hands & arms; climb or balance; stoop, kneel, crouch, or crawl; The employee must frequently lift &/or move up to 75 pounds and occasionally lift and/or move up to 75 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to travel to client sites up to 65% of the time.

**WORK ENVIRONMENT** The *work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee is occasionally exposed to adverse weather conditions, moving mechanical parts; high, precarious places; and outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate, but can be loud if working at a customer