JOB DESCRIPTION

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| **TITLE:** | Project Management Supervisor | **DATE:** | 10/2019 |
| **REPORTS TO:** | Director of Project Management | **FLSA STATUS:** | Exempt |
| **DEPARTMENT:** | Project Management/Operations | **MGT/SPVR:** | Yes |

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**SUMMARY**

The Project Management Supervisor leads a team of project managers to successfully complete projects within prescribed time frame and budget, meeting client expectations. Plans, directs and coordinates activities of assigned Project Managers and supervises their day-to-day activities. Assists Director of Project Management with training, process improvement, communication and adoption of best practices.

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

Workload Management:

Utilize Pivot’s project process management system to:

* Balance workload of project management team.
* Assign projects and align internal teams.
* Prioritize projects as needed.
* Obtain additional resources to support PTO and out of office requirements.
* Anticipate future project manager resource requirements.

Oversight:

* Partner with Director of Project Management for process improvement, technological innovation, and training.
* Identify best project management practices and assist in their adoption.
* Assist with bid responses and presentations.
* Track, review and analyze project management team performance metrics.
* Manage and ensure consistent and accurate use of project management technology systems.
* Ensure successful implementation of projects, including overall client satisfaction, on-time completion, change order management, swift punch resolution, timely client sign-off and subsequent invoicing, and profitable financial performance.
* Proactively work to solve project issues for the betterment of Pivot, the client and the project.
* Perform and document post project analysis to measure the team performance which includes project metrics & profitability.
* Ensure that weekly team meetings are conducted, and project data is accurate and up-to-date.
* Ensure accurate revenue forecasting and invoicing status to the finance team on a weekly basis.

Communication:

* Excellent written and verbal communication skills.
* Regular communication with Director of Project Management regarding team performance.
* Articulate and qualify project management department issues and concerns to Director of Project Management.
* Regular communication with project management team.

Training & Development

* Demonstrate commitment to growth and development of the team.
* Coach project management team in process, skill-development, problem-solving and critical thinking.
* Mentor and train new project managers.
* Assist with development of project management curriculum for training and development purposes.

**SUPERVISORY RESPONSIBILITIES**

The Project Management Supervisor directly supervises employees within the assigned team. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Participates in interviewing, hiring, training, and coaching employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Conducts regular 1:1 meetings with project management team, reviews and responds to 15/Fives. Reviews and approves time-off requests and expense reports.

**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 a Bachelor’s degree and at least 7years of related experience;or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Working knowledge of furniture systems and electrical/cabling issues essential. Other responsibilities may include: assisting with project management quarterly meetings, leveraging technology to improve efficiencies, assisting with training and advocating growth/learning.

**SKILLS**

Proven track record of strong work ethic, client interface, dedication to clients and Pivot. Ability to shift from individual project focus to broader team focus. Critical and strategic thinking skills (e.g. ability to assess the big picture and provide direction on projects). Initiative to seek information, improve efficiencies, and resolve problems. Demonstrate professionalism in manner, attire and written/verbal communication. Show respect, flexibility, and patience with internal teams and clients.

**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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to exercise independent discretion to define problems, collect data, establish facts, and draw 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 25 pounds and occasionally lift and/or move up to 50 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 30% 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 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 construction site.

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.