

PROJECT MANAGER

JOB OBJECTIVE

The role of the Project Manager is to oversee, organize and facilitate the project from kick-off through completion. While the Assistant Project Manager and the Super are responsible for daily tasks throughout the project, the PM is responsible for the overall direction and success of the project. This includes, but is not limited to, maintaining client and subcontractor relationships, monitoring and managing project cash flow, pricing and submitting change orders as well as overseeing the efficiency and effectiveness of his or her project team. The APM and Super report directly to the PM: the PM reports to his or her Operations Director.

RESPONSIBILITIES

OWNER

1. Client Contract:
 - Client Contract Review – The PM is not directly responsible for getting a fully executed contract on file. The PM and project team are, however, responsible for adhering to the agreed upon terms of the contract and should be familiar with them.
2. Drawings:
 - Contract Set of Drawings – The Purchasing Department will give the project team a contract set of drawings and corresponding drawing manifest. The project team is responsible for updating the drawing manifest throughout the course of the project.
3. Project Schedule:
 - Client Schedule – Once a start date is determined, the PM and Super are responsible for generating and finalizing a schedule that will be presented to the client. The Super will update the project schedule, every Wednesday by 7pm, throughout the course of the project. The PM is responsible for foreseeing potential conflicts and addressing them before they become schedule-impacting problems.
 - Internal Schedule – The PM and Super will also create an internal schedule and update it throughout the course of the project.
4. Submittals:
 - Submittal Log – At the beginning of the job, the APM and the Super will create a Submittal Log based upon their review of the drawings. Once complete, the PM must review and approve the Submittal Log based on his or her own knowledge of the drawings.
 - Submittals – During the course of the project, as items are submitted, the PM must give the final approval of all submittals before they are sent to the proper consultant. The Super should review any shop drawings and give input as well.

5. Request For Information:

- RFIs – As with Submittals, the PM must approve all RFIs before they are submitted to the proper consultants.

6. Requisitions:

- Cash Flow Projection – At the beginning of the job, the PM is responsible for creating a cash flow projection spreadsheet and submitting it to their director of operations. This projection spreadsheet will take into account the expected costs throughout each month of the job based upon the subcontractor buyouts as well as the expected revenue based on expected job progress throughout each month that the job is active.
- Client Requisitions – Each month that the job is active, the PM is responsible for getting a pencil requisition approved by the client and then submitted as a final bill. The pencil should be reviewed no later than the 20th of the month and the final submitted quickly thereafter.
- General Conditions Use – The PM is responsible for monitoring the General Conditions use of the project team, including any labor and general protection material costs.

7. Closeouts:

- Closeout Logs – At the beginning of the job, the APM will create the project closeout log, which tracks the open permits and the actions that will be required throughout the project in order to close out all open permits once work is finished. The PM is responsible for reviewing, approving and making sure that the required inspections are scheduled and passed throughout the course of the project. While the APM and Super will handle the administrative portion of this, the PM is ultimately responsible for the closeout of the job.

8. Superintendent Paperwork:

- Daily Reports – The Super will submit Daily Reports each day that the project is active. The PM is responsible for reviewing the daily progress of their jobs.
- Manpower Counts – The Super will also submit Manpower counts daily. The PM is responsible for reviewing the daily manpower counts.
- Two Week Look Aheads – Every Wednesday, the Super will submit a Two Week Look Ahead detailing the daily tasks that each subcontractor is responsible for completing over the next two weeks on the job. The PM should review this with their Super and circulate them to the subcontractors if approved.
- Incident Reports – In the event that property damage or a bodily injury occurs onsite, the Super will submit an Incident Report alongside the Daily Report. The PM must evaluate the situation and make sure that the Incident Report is submitted to the proper parties (HR, the client, our insurance carrier if necessary).

9. Change Orders:

- Client Change Orders – In the event that additional scope is requested from the client, the PM is responsible for pricing and submitting change orders for approval.

10. Weekly Client Job Status Meetings:

- Weekly Meetings – At the beginning of the job, Weekly Job Status Meetings will be scheduled. The PM is responsible for leading these meetings and using them to move the job forward.
- Meeting Minutes – For each meeting, the PM will take Meeting Minutes using the Legacy format. Within 48 hours of a Job Status Meeting, the Meeting Minutes should be updated and sent out to the full project team, including all involved client and consultant parties.

SUBCONTRACTORS

1. Buyouts:

- Subcontractor Buyouts – Once a job has been awarded and the project team is selected, the Purchasing department will schedule an internal kick-off/buyout meeting. Following this meeting, the PM will work with Purchasing to buyout the trades. The PM is responsible for approving all Exhibit A's (Scope of Work documents) before they are added to the subcontract.

2. Sub Change Orders:

- Sub-Only Change Orders – Sub-Only Change Orders are to be avoided at all costs. In the event that scope is missed, the PM is responsible for filling out the proper Sub Only Change Order form and submitting it to the Purchasing Department along with a detailed reason for the sub only change order.

3. Sub Invoicing:

- Subcontractor Requisitions – Each month, the Accounting Administrator will collect Subcontractor Requisitions to match the client billing. The PM is responsible for reviewing each requisition and approving it to be entered.
- Sub Vendor Invoicing – As Vendor Invoices come in, the Purchasing Administrator will match them up with their corresponding purchase order and give them to the PM to approve.
- Payables – Checks are cut once per week. On Wednesdays, the Accounting Administrator will circulate payables lists to each PM for their open jobs. The PM must review their list and indicate which subcontractors and vendors will need to be paid on the following Wednesday. These requests must be submitted by the end of the day the following Monday in order to be processed.

VENDORS

1. Material Purchase Orders:

- Purchase Order Procedure – When material is needed onsite, the Super will put together a Purchase Order. The PM must review and approve the PO. Then, the APM will submit the PO to the Purchasing Administrator. At this point the PO will be placed. Once the invoice comes in, the PM is responsible for reviewing and approving the invoice to be entered and paid.