

## **CONSTRUCTION PROJECT MANAGER**

Southway Builders, a growing Baltimore-based regional contractor, is searching for a highly driven, energetic, and self-motivated Project Manager.

### **Description**

The Project Manager will ultimately be held accountable for the overall success of their projects and they will have the responsibility to manage all facets of those projects. Project Managers will be expected to lead, or interact with, a team of field supervisors, Subcontractors, Vendors, design professionals, and project Owners, and successfully manage to profit and schedule goals. All Project Managers are expected to embrace Southway's commitment to Quality, Integrity and Dependability. This is a full-time, salaried position.

### **Duties**

1. Prepare subcontracts and purchase orders as necessary for the project.
2. Prepare, negotiate and have executed (by client, lender, etc.) change orders in an expeditious manner.
3. Prepare Master Schedule and work in cooperation with Project Superintendent to maintain and update this schedule throughout the duration of the project.
4. Prepare monthly requisitions to the client.
5. Create original budget set-up from project pre-construction estimate to include complete line item cost codes.
6. Prepare Committed Cost documentation for all subcontracts and purchase orders for accounting.
7. Review and process all invoices for proper billing and cost code job invoices into cost categories.
8. Prepare on a regular basis (monthly, or to be determined) a budget analysis document for presentation to management.
9. Understand the Superintendent's job responsibilities, as described in the Superintendent's Manual, and manage the successful execution of their job duties.
10. Work closely with the Superintendent regarding the day-to-day progress of the project. Understand intimately the particular problems associated with the project and assist the Superintendent in making timely and cost effective decisions to resolve those problems.
11. Thoroughly conduct a walk-through of your jobsite at least three times a week.
12. Correspond with the clients and subcontractors as necessary. It is important that Southway's position on important cost and schedule issues be well documented.
13. Prepare and update all administrative logs and forms, including ASI, RFI, JC/CO, Submittals, MBE/WBE, and Community Hiring.
14. Coordinate with office assistant to confirm that Certified Payrolls are being submitted by Subcontractors in a timely process.
15. Manage all project files; paper and electronic.
16. Review all submittals for conformance with contract documents. Process and distribute submittals as required.
17. Monitor the project Quality Control program that was defined at the Project Kick-off meeting.
18. Interface with bookkeeping on all accounting issues.
19. Chair Owner progress meetings, take minutes as necessary, and represent Southway as a well-informed professional.
20. Conduct and keep minutes of Subcontract meetings.
21. Interface with Project Superintendent to assure that project work site is safe for all personnel.
22. Manage project close-out process or procedure.

23. All Project Managers are expected to be proficient in the use of Microsoft Word, Excel, Outlook, and Project.
24. Prepare for, schedule, and participate in Subcontractor Kick-Off and/or Pre-Install Conferences for every major trade.
25. Confirm receipt of current Insurance Certificate for all project Subcontractors and determine compliance with contractual requirements.

#### **AUTHORITY**

1. Represent Southway as their agent. This involves monetary, scheduling, contractual, and/or legal issues. Any questions arising about the extent of this authority should be discussed with Division Managers.
2. Solicit, negotiate, prepare and execute all subcontracts, purchase orders and professional service agreements that have not been executed prior to hand-off. For any line item that is over budget, documentation will be reviewed with Division Manager. It is expected that Project Managers will make every effort to collect sufficient numbers of prices per line item to determine we are paying the best price for the work.
3. Prepare, negotiate and execute all Owner and Subcontractor Change orders. Any dispute or rejection of a Change Order, or any situation that may lead to a claim, must be reviewed with the Division Manager.
4. Prepare Owner Requisitions that accurately reflect percentages of work in place by line item.
5. Approve Subcontractor and Supplier Invoices. Code all invoices for payment for amounts up to but no more than the amount included in Southway's monthly requisition.
6. Authorize overtime and/or schedule expediting expenses within the constraints of budget line items. If budget is at risk of going into the "red", the situation will be reviewed with the Division Manager.
7. Project Manager has oversight authority of Superintendents, so if a Superintendent becomes negligent in their duties, then the Project Manager will apprise their Division Leader. Project Managers do not have the authority to fire a Superintendent.
8. Terminate or prepare documentation to support termination of a Subcontractor, as long as it has been reviewed with the Division Manager.
9. Project Manager has equal authority with the Project Superintendent to hire and fire general labor for the project. It is expected that this is the primary responsibility of the Superintendent, but the Project Manager is expected to confirm this is being done within budgetary line item constraints
10. Stop the work of any Subcontractor in the event the work is being performed in an unsafe manner, in conflict with the contract documents, or in a manner that may cause damage to other persons or work.

Apply Online: <https://southwaybuilders.com/job/project-manager-2/>

**Southway is an Equal Opportunity Employer (EOE M/F/Vet/Disability)**