

TITLE: Project Manager

ROLE: Manages and oversees renovation and development projects for clients.

REPORTS TO: Principal/Director of Project Management

SUPERVISES: Not direct supervisory position although will oversee and coordinate outside vendors

EMPLOYEE CHARACTERISTICS:

- ◆ Professional, good character, ethical, trustworthy;
- ◆ Organized, team player, respected, strong leadership;
- ◆ Self-driven, hard worker, takes initiative, reliable;
- ◆ Energetic with passion for top performance and excellent service.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- ◆ Fluent in spoken and written English language;
- ◆ Hold valid driver's license (in Maryland or local jurisdiction);
- ◆ Minimum five (5) years working experience as project/construction manager or assistant in construction preferably as an owner/landlord/investor's representative;
- ◆ Earned Bachelor's degree in construction, engineering, architecture or real estate;
- ◆ Certified Construction Manager (CCM), Project Management Professional (PMP) and/or Certified Construction Contract Administrator (CCCA) credentials desired;
- ◆ Highly proficient at using computers and software including Microsoft Outlook, Word, Excel, Project and web-based tools.

DUTIES AND RESPONSIBILITIES:

- Organize and manage projects and engagements to achieve client goals;
- Understand and prioritize client goals to establish and plan appropriate strategy;
- Manage project schedule to ensure timely completion and to expedite critical tasks;
- Expedite critical tasks, sensitive sequencing activities and long lead items;
- Create project budget, track commitments, and measure invoices and payments against it;
- Solicit and engage appropriate consulting, architect, design and engineering professionals;
- Oversee and support entitlements and permit process;
- Review and comment on document deliverables for quality and coordination;
- Determine best project delivery approach and lead preparation of bid packages;
- Pre-qualify and solicit proposals from contractors and vendors;
- Assist client's legal and insurance counsel to negotiate contractor/vendor agreements;
- Monitor progress of project, ensure good communications and resolve issues;
- Monitor buy out of trades for cost-plus (with or without GMP) contracts;
- Ensure proper pre-construction activities performed and documentation obtained;
- Monitor submittals process among contractor and design team;
- Monitor requests for information and timely resolution;
- Review invoices and applications for payment and compile monthly funding draws;
- Observe work completed in accordance with construction documents;
- Evaluate change requests and negotiate change orders;
- Attend design and construction progress meetings; review minutes and keep client informed;
- Coordinate commissioning, inspection approvals, and transition of project to use/occupancy;
- Expedite preparation of as-built, record, warranties and close out documentation;
- Assist with resolution of disputes and claims;
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Contribute to team effort by accomplishing related results as needed and performing duties.

This position profile is not intended and shall not in any manner be construed as an offer of employment or a contract between a potential or actual employee of Real Projectives, LLC or its members or officers.

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TIME: The position will be full time at-will employment. Work hours will vary as needed to reasonably satisfy project and client schedules. Weekend and overtime may be necessary.

LOCATION: Will be based out of Company's office in Laurel, Maryland. Local travel using own auto and national travel expected.

SALARY: Compensation will be salary commensurate with experience. Potential bonuses based on personal, project and Company performance.

BENEFITS: Paid holidays, vacation, and personal time provided. SIMPLE IRA retirement plan available. Group medical, dental and vision insurance partially paid by Company with health savings account available. Continuing education/certification reimbursement offered. Consult with Company Owner and current Handbook for details of benefits.