

## **Project Manager**

Project Managers at Fairbank Construction Company are heavily involved from initial contact with the client and/or architect/designer through the entire construction process. They work closely with Superintendents to ensure the highest level of estimating, scheduling, crew management, and client service from the beginning through the end of the project.

Fairbank Construction is looking for team players. While a Project Manager may be involved in several specific projects, he/she must share a commitment and desire to providing a high level of client service and to being a part of the entire organization. He/she may also be asked to help out in areas of the business, when circumstances require.

### **Required Skills and Experience:**

- Communicate professionally and effectively with the architect, designers, client and construction team to ensure a smooth flow of information/documentation.
- Participate with initial project estimating, including quantity take-offs and materials pricing.
- Prepare Pre-construction, schematic and contract CSI budgets and schedules from initial estimates, with assistance from Superintendents.
- Issue RFPs, distribute plan documents to obtain bids from subcontractors, evaluate bids and proposals, and make final subcontractor selection.
- Negotiate, write, and review all subcontracts and purchase orders.
- Manage subcontracts (projections, audits, approval, retainage, close-out).
- Prepare, review, and/or distribute submittals and shop drawings.
- Prepare and review Budget Assumptions and Qualifications.
- Provide Value Engineering cost analyses and recommendations.
- Ensure that the Superintendent has necessary manpower requirements each month.
- Participate in jobsite quality control with the Superintendent.
- Review monthly Job Cost and Budget Reports with Superintendents and with management.
- Prepare change orders (owner/vendor/subcontractor).
- Update billing projection monthly or more frequently as necessary.
- Ensure submittals and submittal logs are kept current.
- Ensure that daily job logs are completed and maintained.
- Track all correspondence and maintain archive files and logs.
- Review and approve timecards and ensure accurate coding of time in accordance with budgets.
- Review, approve and cost code invoices weekly to insure timely monthly billing.
- Receive, review, approve and process monthly applications for payment.
- Work with Superintendent to ensure weekly meeting notes are drafted and sent to the team each week.

- Safety Conscious. Mentor and implement safety policies and procedures at jobsite.
- Provide timely project updates to the client and architect.
- Coordinate service work with the client and subcontractors.
- Conduct a post-construction project review.
- Ensure that Project Closeout procedures are followed for all projects (warranties, extra materials, finish schedules, as-builts, etc.) and complete OFM manner.
- Maintain ongoing professional relationships with clients and architects.

**Minimum Qualifications:**

- 8-10 years high-end residential and/or custom-commercial construction.
- Construction management degree or similar educational experience in the field.
- Ability to read and interpret architectural drawings and specifications.
- Excellent communication and team-building skills.
- Ingenuity, thorough technical knowledge, and familiarity working with both traditional and non-traditional materials.
- Must be proficient in Microsoft Project, Excel, and Word.

**Benefits Package:**

- Company Health and Life Insurance Plans
- Paid Time Off
- Paid Holidays
- 401k Retirement Plan