

## PROJECT MANAGER

Over the last 47 years, Fairbank Construction has earned the ranking as one of Puget Sound's premier construction companies. We have grown a group of highly skilled professionals embodying integrity, excellence, and passion for building exceptional structures that exceed the expectations of our valued clients. Our scope of work ranges from remodels to multimillion-dollar custom homes and commercial properties. Our team works together towards a common goal; we are committed to our work, our clients, and to each other.

### **Job Description**

Project Managers at Fairbank Construction Company are relationships-based, heavily involved from initial contact with the client and/or architect/designer through project close-out and beyond. As project principals, along with Superintendents, the Project Manager ensures and enables 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 be a contributing part of the entire organization.

### **Reports to Senior Project Manager**

### **Minimum Qualifications**

- Min. 2 years supervisory experience in high-end residential and/or custom-commercial construction.
- Construction management degree or similar educational experience in the field.
- Full proficiency in reading and interpreting architectural drawings and specifications.
- Excellent verbal and oral communication.
- Ingenuity, problem-solving, and project leadership in technical and construction processes.
- Must be fully proficient in Microsoft Project (or other construction scheduling software), as well as Excel, Word.
- Willingness to obtain Procore proficiency to company's minimum standard.

### **Personal Attributes**

- A desire and proven ability to provide outstanding client service.
- A solutions-oriented mindset, with an ability to move project teams forward.
- Humble (great team players lack excessive ego or concerns about status).
- Hungry (aggressively pursues collective goals).
- Smart (emotionally smart in verbal communication and interactions with others).

### **Required Skills and Responsibilities**

- Strong communication and collaboration skills (verbal and written), for enabling effective and appropriate information exchange among architects, designers, clients, subcontractors, field, admin and management teams.
- Self-directed know-how in project estimating, including quantity take-offs and materials pricing.
- Leadership in developing pre-construction, schematic and contract CSI budgets and schedules along with consultation with Superintendents.
- Insight for producing RFPs, obtaining bids from subcontractors, evaluating, and levelling bid proposals in finalizing subcontractor selections.
- Negotiating, writing, and reviewing all subcontracts and purchase orders.
- Managing subcontracts (projections, audits, approval, retainage, close-out)
- Preparing, reviewing, and organizing submittals and shop drawings.
- Overseeing the change management process and integrating them into budget revisions and client invoices.
- Continually value engineering, cost-benefit analyses and cost saving recommendations.
- Coordinating regularly with General Superintendent on manpower and resource needs.
- Owning jobsite quality control with the Superintendent and field team.
- Producing job cost and budget reports in consultation with Superintendents and Senior management on a monthly basis.
- Updating client and management with budget updates on a monthly basis.
- Monitoring daily jobs
- Reviewing and approving timecards
- Reviewing, approving of cost code invoices weekly to insure timely monthly billing.
- Reviewing and approving monthly applications for payment/invoices.
- Working with Project Engineer (if applicable) and Superintendent to ensure meeting notes are drafted, accurate and issued to relevant stakeholders on a timely basis.
- Implementing safety policies, procedures and practices for a safe working environment.
- Ensuring that project closeout procedures are followed for all projects (warranties, extra materials, finish schedules, as-builts, etc.) and complete O&M manuals.
- Conducting a post-construction review with team members, client satisfaction, and maintaining ongoing professional relationships with clients and architects.

### **Compensation and Benefits**

This is a full-time, exempt position, Monday-Friday. Fairbank Construction is an Equal Opportunity Employer.

- The salary range for this position is \$90,000-120,000 per year
- 7 Paid Holidays per Year (plus Veteran's Day if you are a military veteran)



- PTO 2 weeks of paid time off per year for sick, vacation and personal time, up to 4 weeks with years of service
- Paid Bereavement Leave
- 401(k) Plan with employer match
- Health, dental, vision, accident, and life insurance after 60 days for an employee working at least 20 hours per week
- Cell phone stipend
- Health Savings Account

**How to Apply**

Applications accepted until the position is filled. Please send cover letter and resume to: [hr@fairbankconstruction.com](mailto:hr@fairbankconstruction.com) or visit our website and click on Contact us, Employment Opportunities. No phone calls please; only applicants selected for interviews will be contacted.