
Job Description Project Manager I

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Revision 1.0

Initial release.

This document was migrated from BD0054, Revision 1.0. Modifications: B|D logo removed, confidential statement was made corporate, and 'About This Document' section was made corporate.

Notes to Document Maintainer:

None.

ABOUT THIS DOCUMENT

This is a corporate level document and therefore should be regarded as applying to L.S. Black Constructors, Inc. or any of its affiliates (e.g. Black & Dew, LLC). Therefore, 'The Company' is a general term. If information should be regarded as specific to a particular company it will be caveated accordingly.

1 PURPOSE

1.1 The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Project Manager I of The Company.

2 BASIC FUNCTION

2.1 The basic function of the Project Manager I is to perform assigned tasks and duties in a timely, accurate and efficient manner. This is an entry level position that focuses on developing the skill sets required to manage projects without direct supervision.

3 REPORTING RELATIONSHIPS

3.1 The Project Manager I reports to, and is accountable to, the Senior Project Manager and/or Project Manager II/III

3.2 The following positions report directly to the Project Manager I:

3.2.1 None

4 JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

4.1 EDUCATION

4.1.1 Required: Bachelor's Degree in Engineering (or other construction related field) or four (4) years of directly related experiences.

4.1.2 Preferred: Post Graduate Degree

4.2 LICENSING/REGISTRATION/CERTIFICATION

4.2.1 Required: Valid Driver's License

4.2.2 Preferred: Minnesota Professional Engineers License

4.3 EXPERIENCE

4.3.1 Required: None

4.3.2 Preferred: Experience as a Project Manager Assistant (or equivalent position) in a construction related organization.

4.4 SKILLS, KNOWLEDGE, AND ABILITIES

4.4.1 Knowledge of the general construction industry and the sub trades

4.4.2 Understanding of construction estimating techniques and standards

4.4.3 Ability to communicate with Project Managers, Project Superintendents and owners' representatives.

4.4.4 Ability to perform tasks and follow directions assigned by the Project Manager (Senior, II or III) accurately and within the specified timeframe.

4.4.5 Ability to identify and troubleshoot problems before they become major issues

4.4.6 Ability to handle multiple tasks at the same time while maintaining attention to detail.

4.4.7 Ability to meet deadlines

4.4.8 Ability to work in stressful situations

4.4.9 Knowledge of Microsoft Project software (or equivalent applications)

4.4.10 Knowledge of Microsoft Office Applications

4.4.11 Excellent written and verbal communication skills

4.4.12 Ability to interact with management

5 AUTHORITY

5.1 The Project Manager I is selected and appointed by the Senior Project Manager and has been delegated the authority required to successfully accomplish all of the duties and responsibilities of this position.

6 DUTIES AND RESPONSIBILITIES

- 6.1 Assist Project Managers in the preparation of the Schedule of Values and Job Cost Estimates for new project quotes or negotiations.
- 6.2 Set up new jobs in Timberline on a timely basis, including (but not limited to):
 - 6.2.1 Initial Schedule of Values and Cost Estimate
 - 6.2.2 Project Checklist
 - 6.2.3 Project Schedule
 - 6.2.4 Submittal Log
- 6.3 Assist Project Managers with the buy-out of materials and subcontractors at or below the amount in the original estimate. Initiate Subcontract process in Timberline.
- 6.4 Assist in the management of projects on a daily, weekly and monthly basis including (but not limited to):
 - 6.4.1 Prepare Requests for Payment within the required time frame. Ensure that the project is always in a positive cash position (i.e., Billings are in excess of costs and estimated earnings).
 - 6.4.2 Monitor, follow-up and collect all project receivables within the Contract's terms when requested.
 - 6.4.3 Attend meetings with the project manager and the owner (or owner representatives) and document discussions, issues and "To Do's".
 - 6.4.4 Close out commitments using the Budget Adjustment Procedure to ensure that the Total Estimate and Commitments equal (no remaining to commit amounts).
 - 6.4.5 Monitor and maintain the project schedule based on Project Manager's direction.
 - 6.4.6 Monitor Project checklist and bring to Project Manager's attention open items.
 - 6.4.7 Monitor submittal log to ensure all open items are resolved in a timely manner.
 - 6.4.8 Monitor Requests for Information (RFI) to ensure all open items are resolved in a timely manner.
 - 6.4.9 Document all Change Requests identified by the Project Manager in a timely manner. Monitor the Pending Change Request Log to ensure that all Change Requests have been resolved in a timely manner.
 - 6.4.10 Forward Change Orders to Accounting for processing. Ensure all Change Orders have been entered into the Timberline System accurately. Adjust

estimates, project schedule, submittals and other change order requirements (as directed by the Project Manager) in a timely manner.

6.4.11 Review all subcontractor and supplier invoices prior to the month-end billing cut-off verifying the amount and cost code to be charged. Submit invoices to Project Manager for approval.

6.5 Attend all required company meetings

6.6 Prepare all required company reports in an accurate and timely manner.

6.7 Represent the company in a professional business-like manner.

6.8 Comply with all company policies and procedures

6.9 Maintain confidentiality of all company and client information.

6.10 Any other duties assigned by Project Managers

7 MEASURES OF PERFORMANCE

The Project Manager I of The Company shall be deemed to be performing in an acceptable manner when the following have been accomplished:

7.1 All tasks and assignments are completed accurately and within the timeframe specified by the project manager.

7.2 All project documentation (project files) is accurate, complete and up to date.

7.3 Project Manager I is in compliance with The Company's Policies and Procedures

8 Acknowledgment

8.1 I have reviewed and understand the above job description and believe it to be *accurate* and *complete*, and I can successfully fulfill each duty or task. I also agree management retains the right to change this job description at any time.

Employee's Signature

Date

Immediate Supervisor's Signature

Date