

Tri-Hurst Construction

Job Duties: Project Manager

Revision Date: July 15, 2021

Expectations

- Monitor field operations of the business on a daily basis, ensuring the projects are running according to contract documents.
- Monitor compliance with job schedule. Update on a weekly basis. Take proactive measures to correct any lag in schedule.
- Monitor that equipment, tools and company vehicles on a jobsite are accounted for and well-maintained.
- Monitor enforcement of all personnel complying with safety standards and company policy.
- Assist field staff with customer service issues. Work out problems with clients to fulfill the needs of the job; identify and resolve conflicts.
- Support field staff to ensure the job is functioning efficiently by maintaining sufficient labor, material and equipment.
- Coordinate the material delivery and subcontractor schedules in a timely manner so as not to impact the overall project completions schedule.
- Work in conjunction with the field supervision, vendors, clients, and subcontractors to ensure that schedules are efficient and timely, and appropriately communicate job requirements.
- Ensure that each field supervisor submits required paper work at the end of each business day, or before the start of the new day as required by the office.
- Work with field supervision to train, develop and mentor the project management techniques and ways to better improve performance and profitability.
- Visit each jobsite at a minimum of once weekly. Attend and participate in job site meetings with owners, architects, and subcontractors.
- Work with Accounting in the preparation of periodic and final pay requests.
- In conjunction with other staff, ensure that the following duties are performed as needed for each job.

Job Setup

Set up job binder and electronic file.

Perform tasks as indicated on Project Setup Checklist

Set up Schedule of Values in accounting software from bid documents.

Create a job schedule to be followed and tracked through the course of the project.

Subcontracts, Purchase Orders

Write subcontracts, PO's based on bids.

Track flow
Keep log current

Submittals

Review incoming submittals
Attach Transmittal
Send to Architect
Return to sub from architect
Keep log current
Follow up with missing, rejected, or revised submittals

Change Orders

Collect PCO documentation
Assemble PCO
Submit PCO's in a timely manner.
Issue subcontract CO's as they are approved.
Update accounting upon CO approval.
Keep log current

Requests For Information

Formalize RFI's from information gathered in the field
Send RFI's in for answers
Keep log current
Distribute answered RFI's

Proposal Requests

Track PR's to ensure they are responded to.
Keep log current

Job Closeout

Ensure that all Company closeout procedures are followed.
O&M Manuals complete and submitted to Owner
As-Builts complete and submitted to Architect and Owner
Applicable warranties are submitted to Owner
Certificate of Occupancy obtained and submitted to Owner
Final billing including change orders is submitted
Cancel SWPPP filing
Cancel SCR filing
Ensure that all punch list items have been completed
Ensure that warranty issues are addressed promptly.
Conduct project closeout critique with team. (What did we learn?)

Guidelines

- This position has the authority to make decisions and create results within the scope outlined.
- The position has authority to make expenditures within the guidelines of the budget established for each project.
- Proposals for the expenditure of all funds will be made with careful consideration to need, cash availability, and overall company health and productivity.

Resources

- Consults with COO on a weekly basis (minimum), or as often as needed.
- Access to company yard, buildings, and equipment.
- Access to company office equipment, electronic and physical files.

Accountability

- Reports directly to the COO.
- Participates in a personal performance evaluation interview on a quarterly basis.

The following criteria will be used to ascertain if performance is up to par with expectations:

- Tri-Hurst Objectives are at the core of daily activities and are the basis of every decision and in the analysis of all outcomes. (Honor, Excel, Develop, Profit)
- All reports and the project documentation are accurate and on schedule.
- Always exceeds client/owners' expectations of quality, timing, and cost.
- Project issues are resolved quickly and effectively.
- Responds timely to all superintendent requests for support.
- Handles difficult situations tactfully.
- Recognizes and deals with priorities effectively.
- Materials are delivered to jobsites in a timely manner.

Consequences

- Regular compensation is based on employee's skills, knowledge, aptitude and contribution to the productivity of the company combined with the need to remain competitive in the marketplace.
- Personal Initiative Program bonus payment on a quarterly basis is directly tied to individual and company financial performance.
- Failure to comply with company policies and/or fulfill the expectations of this position will result in disciplinary measures outlined in the company progressive discipline policy.