



Project Manager

Role Profile

Company / Firm Description

Our core values are our constitution. They are the principles shared by everyone in our company. These values drive our culture and priorities while providing a framework in which all decisions are made. The Core Values are the foundation on which the company is built.

Authentic

Trust and accountability through open honest relationships

People

Putting people first by providing a supportive environment to connect and develop

Spirited

Driven to positive outcomes through ambition and being proactive

Fearless

Courageous, confident and always setting the next standard

Stewardship

Providing for those in the communities where we do business

Title

Project Manager

General Role Description

The Project Manager is an expert in managing the full gamut of the construction process while demonstrating integrity through principled leadership and sound business ethics. This individual understands how to develop and maintain positive relationships that result in long-term partnerships with clients, subcontractors and consultants. The Project Manager excels at consistent and accurate communication with all parties involved in the project process. The individual will lead a team with a project focus that includes; how the project fits with the clients' goals while adhering to schedule and budget as well as the ability to identify project value and maximize the projects' financial performance.

The Project Manager reports to the Sr. Project Manager has direct supervisory responsibilities over Assistant Project Managers.

High Level Key Responsibilities

Project Management

- Promote positive relationships between Superintendents & Project Team
- Foster all relationships; Owners, Owner Reps, Architects, Engineers, Subcontractors etc.
- Engage in team building
- Use approved processes
- Assist in the development of training / developing / coaching & mentoring programs
- Holds project teams accountable for behaviors that deliver results
- Lead and facilitate O.A.C. Meetings
- Work with project teams regarding profitability while driving repeat business through project quality and performance under various contracting methods
- Support the preconstruction process by creating value for our clients in scope, proposal, and schedule review
- Develop construction strategy and have full buy-in from Superintendent and Subcontractors
- Act as a proactive liaison between Owner, Consultants, Subcontractors and project teams
- Proactively look for ways to use the resources of Trinity to solve client problems
- Demonstrates a thorough commitment to the client by insuring that all aspects of Trinity's obligations are met and exceeded
- Views our clients as business partners and acts as an advocate for them in managing the building process
- Is willing and capable of holding ourselves, our subcontractors, and our clients accountable in a professional and collaborative way
- Be a resource for Assistant Project Managers
- Oversee project delivery from start through warranty, including the execution of financial performance and delivery of client goals and objectives
- Accountable for overall effective communication with all parties involved in the construction process
- Proactive problem solving: recognize and drive resolution of any obstacles preventing success in all areas of a project – schedule, budget, subcontractors, staff, changes, means/methods, client satisfaction
- Champion of quality management / quality control - communicate the purpose and benefits while overseeing and driving the process at a high level
- Champion of safety on jobsites - ensuring 100% compliance and exercising the authority to stop unsafe activity or behaviors
- Ability to resolve conflict
- Adaptability to accept change when circumstances demand it – decisive in driving resolution to tough issues
- Effectively communicate with all internal and external persons assigned to the project team
- Identify and share opportunities for improvement in processes

Scheduling

- Engage with Pre-Construction to ensure initial schedules are developed in accordance with client and internal expectations
- Ensure schedules are maintained and/or accelerated to ensure compliance with the prime contract
- Hold the project teams accountable to use the schedule as a tool and ensure accurate updates
- Accountability for scheduling results

Buy Out

- Lead the project handoff meetings from Estimating to Operations
- Oversee and ensure the preparation of complete scopes of work for each trade - make sure all exposures are covered up front (even if not covered by original estimate)
- Oversee and ensure the preparation of a comprehensive schedule that the PM and the Superintendent agree upon
- Oversee and ensure the Buy-Out of each trade with a positive end result for Trinity and our Subcontractors

Documentation, Subcontracts, and Purchase Orders

- Review and approve subcontract drafts with a complete understanding of notes and comments on the bid tab under the selected subcontractor – holistically
- Foster strong subcontractor relationships
- Oversee and participate with all applicable subcontractor dispute resolution
- Track and manage all required documentation required of each project
- Working with project coordinators, supervise the documentation communication to all internal and external persons to support the project
- Insure field superintendents have correct project documents to include plans, specifications, updates and changes

Finance / Risk Management

- Understands that financial success is a necessary result for our business to grow and succeed
- Knowledge base of business terms and owner contracts and how they affect project outcomes - disciplined, focused, and able to negotiate interpretations of the same
- Read and understand the project contract and how it relates to our responsibilities and manage the risks accordingly
- Oversee negotiations and contracting process with subcontractors to secure executed contracts and agreements in a timely manner
- Review all requested changes to Subcontractor contract language in the scope of work and contract value sections
- Understand Owner and Subcontractor Insurance & Bonding and how it relates to projects
- Oversee project budgets, cost expenditures, change management, forecasting, timely draw submissions, timely payment from clients, and timely payment of subcontractors
- Drive consistency and effectiveness of monthly project review meetings