

Title: Senior Project Manager

Reports to: President

Direct Reports: Project Engineers, and Operations Interns as assigned

Loeffler Core Values

Loeffler Construction & Consulting was founded on the idea that we are “Integrity Built.” Integrity Built means always doing the right thing for our clients, our staff and our community. This extends to our everyday culture and our core values. At Loeffler, we strive to always be ethical, hungry, humble and smart. We offer a firm where your career goals can be achieved because we promise respect, rewards, and a foundation to build your career on.

Summary of Position

The Senior Project Manager’s primary function for Loeffler Construction & Consulting will be the day-to-day management of selected projects. In addition to overseeing assigned projects, the Senior Project Manager will be responsible for developing new business and leading the proposal process on designated pursuits.

The Senior Project Manager will support other leadership team members in overseeing the company operations to ensure the company is financially strong.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities include the following. Other duties may be assigned.

Business Development

- Establish relationship with key clients to understand business needs and drive further business development opportunities
- Build active pipeline of RFPs
- Successfully lead the RFP process for originated or assigned prospect targets.
- Actively engage in industry and trade associations.
- Study the construction, real estate markets and direct competitors.
- Provide exceptional service to existing customers to promote repeat business.
- Prepare for project interviews by rehearsing presentations and performing advance research.

Project Management

- Help President ensure the safety, customer satisfaction and profitability of all assigned construction projects.
- Provide leadership and training to all assigned Project Managers and Project Engineers.
- Active involvement in presentations for the company.
- Active role in industry organizations and events.
- Participation and leadership of various committees as they are formed, including: Training and Education, Safety, Best Practices, Quality Assurance for the Office and Field, and Project Planning and Scheduling.
- Support President and management team in overseeing company operations.
- Active involvement in personnel interviews.
- Attend Project Reviews.
- Work closely with Operations Accounting to ensure the company is financially sound.

Additional Project Management Core Duties and Responsibilities

- Oversight and management of multiple projects from preconstruction through closeout/warranty period.
- Lead Pre-Construction team with pre-construction activities and assignments, including estimates.
- Review all contract documents and site conditions to determine appropriate means, methods and techniques.
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
- Prepare detailed schedules (including Pre-Con, Procurement, Construction and Close-out). Monitor and update schedules on a weekly basis. Utilize look-ahead schedules and collaboration with team.
- Anticipate client needs, document, and track progress with regular communication.
- Prepare Draft Contracts, negotiate changes and additions with Architects, Consultants, Clients, Suppliers and Subcontractors.
- Manage subcontractor performance.
- Develop and implement quality control programs.
- Forecast project financial status, maintain accurate financial reports monthly and prepare monthly reviews.
- Provide detailed tracking and review of cost backup, set-up adequate contingencies, and account for allowances and contingencies monthly.
- Preparation of monthly progress and final payment requests to the Owner and other entities.
- Prepare Agendas and run Progress Meetings, Owner/Architect Meetings, Subcontractor Pre-Installation Meetings. Accurately document meeting discussions and distribute Meeting Minutes within 48 hours.
- Ensure a safe working environment on jobsites and in the office.
- Prepare timely notices to the Owner in the event of damages, delays or changes.
- Buy out material contracts and subcontracts at or below the amount in the original estimate.
- Coordinate with and supervise Project Superintendent(s) assigned to ensure project is on schedule and on budget.

Leadership of Assigned Personnel

- Provide oversight for all assigned personnel Project Manager's performance. Including participating in regular quality control checks and project post mortems.
- Lead regular status meetings for all active projects.
- Emulate and enforce company policies and procedures.
- Oversee hiring and training of PMs, PEs and Superintendents.

Career Development

- Provide leadership, knowledge, and mentorship to project managers, assistant PM's, superintendents and teams in the office and in the field.
- Maintain regular performance review schedule for all direct reports.
- Participate in promotion and award decision making process.
- Define and oversee the career development path for all junior team members.

Education

Requires a Bachelor's Degree in Construction, Engineering, Architecture or related field. Emphasis on estimating preferred. Minimum of 8+ years full in-charge project management experience required.

Skills, Abilities and Qualifications

- Demonstrated expertise in problem solving, crisis management and leadership.
- Excellent interpersonal communication skills, attention to details, and organizational skills.
- Working knowledge of ProEst and Procore is desirable.

- Advanced knowledge of Microsoft Office Suite.
- Self-starter with strong multi-tasking and follow-up skills.
- Strong ability to read, analyze and interpret plans and Specifications.
- Good judgment, logic, and ability to learn new things quickly.
- Ability to pass a criminal background check.

Certificates, Licenses, Registrations, Transportation Requirements

- A valid driver's license and acceptable driving history is required.
- Must have own reliable transportation for use during work hours.
- OSHA 30 Hour Certification.
- Prefer LEED AP or equivalent.
- Prefer First Aid/CPR/AED Certification through Red Cross.
- Prefer SWPPP Certification.

Physical Demands

The physical requirements listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position involves sitting for extended periods of time while working at a computer terminal. Employee must be able to communicate effectively in a typical office environment with a standard level of office noise. Occasional standing, bending, walking and minor lifting is also required.

Employee will be required to visit construction jobsites, which may expose the employee to dirt, dust, uneven surfaces, outdoor weather conditions and extreme temperatures. In addition, employee must be able to move around prospective or current project sites. This includes climbing ladders, scaffolding, walking on uneven surfaces, walking long distances, and climbing stairs. Noise will typically be moderate.