



Job Description

Job Title: Project Manager

Reports to: Chief Operations Officer

Scope

The Project Manager role is critical to Anderson Burton's operations and project success. This role is responsible for overseeing Project Superintendents and Project Coordinators, and on-site personnel assigned. The Project Manager is responsible for the successful implementation of all customer projects. The Chief Operations Officer will hold the Project Manager and teams accountable to executing projects at or under budget, to client specifications, while working directly with the CEO to ensure that all of Anderson Burton's clients are satisfied with our work. Lastly, the Project Manager will oversee and ensure that all projects are executed in a manner that exemplifies Anderson Burton's mission, vision, and core values.

Primary Responsibilities

- Oversee job after they are awarded and manage all aspects of the job from start to completion
- Set up subcontractors and manage subcontractors billing
- Review all pre-bid documents including RFP, final proposal, and pre-bid RFI's
- Ensure addendums are incorporated into plans and specifications for full set of contract documents
- Coordinate contracts and all purchase orders for each job
- Create project schedules and ensure they are on track
- Manage owner and customer relations
- Create and execute change orders to subcontractor and modifications for owners
- Conduct weekly meetings with owners and construction team
- Attend and participate in project status meetings
- Work both on-site at jobs and in the office
- Supervise and oversee all reporting Project Coordinator
- Delegate project tasks to and ensure the work is within the expected parameters set by the customer
- Review project progress with COO and production staff on a regular basis
- Maintain accurate project information (time reports, task lists, progress reports, cost coding, and change orders)
- Keep the CEO aware of project progress (on demand and if changes occur)
- Present work progress directly to the client on behalf of the production team
- Update project plans and keeping information flowing from the customer down to the production team
- Set timelines for projects and review estimates, personnel hours, initial budget projections for projects, and maintain profit margins
- Hold weekly internal meetings with Project Coordinators and/or team leads to establish accountability and mentoring
- Perform/prepare monthly billings for owner

- Participate in job specific hand-off meetings with Estimating Department to ensure that internal operations are in place to drive successful implementation
- Perform annual performance reviews with all reporting Project Coordinator
- Manage and grow relationships and communication with clients including monthly discussion of performance elements, and any improvements to promote excellent contractor performance rating
- Effectively utilize Viewpoint for all aspects of Project Management
- Manage/oversee onsite operations and all procedures for productivity, quality, and safety environmental and SWPPP
- Performs other tasks in coordination with the COO including problem solving, strategizing, and developing and implementing company procedures.
- Create and maintain WIP Reports in Viewpoint reflecting accurate project projections

Position Statistics

- Manage all projects at or below budget
- Timely processing and capture of all change orders and entered into Viewpoint
- Maintain excellent customer service rating at all times
- Maintain perfect safety rating at all time
- Project review scores should be above average or outstanding on the rating scale
- All invoices and credit card receipts coded and returned to accounting on time
- All project billings completed and submitted to accounting on time and according to defined process
- Support safety, quality control, production, environmental and SWPPP assigned personnel as required for project excellence

Position Type and Pay Range

- Full Time, Exempt
- \$75,000.00 - \$128,986.00 per year

Travel

This position requires some travel. Frequently travel is outside the local area and overnight. Some of the travel may be international.

**The above duties are not meant to restrict initiative, but rather to define minimum activities. These duties may be altered to suit the needs of the Company by the President.*

Signatures

This job description has been approved by all levels of management:

CFO/HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____

Date _____