



PROJECT MANAGER

DENVER, COLORADO

COMPANY OVERVIEW

Highside Project Management is a national Project Manager and Owner's Rep located in Denver, CO. We manage hospitality renovations and new construction projects across the United States.

POSITION OVERVIEW

This position's objective is to manage multiple renovation projects within the firm's third-party hospitality project management division. The project types range between \$1mm to \$20MM in overall project costs and cover all major hospitality brands.

RESPONSIBILITIES *(Including performing and managing processes as needed)*

- 1) Manage the desired Property Improvement Plan (PIP), the Owner's desired scope, and any applicable input from the brand.
- 2) Interact with the owner and key executives on all assigned projects.
- 3) Build connections through integrity and leadership.
- 4) Communicate effectively with team members.
- 5) Assist in the RFP process for all consultants required to execute the scope of work.
- 6) Assist in contract review and negotiations for all members of the project team to execute the scope of work.
- 7) Manage design team, Purchasing Agent, and General Contractor and any other necessary consultants during the project life cycle, responsible for budget, schedule, and a successful project.
- 8) Procure and manage third party vendors needed for projects such as signage, FF&E procurement, low voltage, and special inspections and coordinate the scope of these vendors with the project team.
- 9) Assist in problem solving and conflict negotiation between design team and construction team.
- 10) Review design documents for completeness, including constructability and compliance with any applicable Owner requirements, brand standards and local code authorities.

- 11) Assist in developing and issuing bid packages for all construction activities required to complete the scope of work.
- 12) Review general contractors' bids for completeness, including recommendations for value engineering opportunities. Generate bid leveling and recommendation documents for review and approval by Owner or Owner's representative.
- 13) Provide daily, weekly, and monthly reporting with a focus on schedule, quality, and budget control.
- 14) Lead weekly team and OAC meetings with all project stakeholders.
- 15) Adhere to the final project renovation budget and manage project related expenses and change orders.
- 16) Ability to travel when needed to fulfill project responsibilities.
- 17) Conduct property site walks as needed to ensure that the renovation site is organized clean and tracking to current schedule.
- 18) Conduct site walks with contractor to identify quality issues and implement a quality control program (punch List) to ensure completion of identified issues.
- 19) Review all Contractor's pay applications specifically related to work completed and project status.
- 20) Coordinate with accounting team to assemble monthly draws, including all necessary project reporting.
- 21) Direct the project close-out and delivery of as-built drawings, specifications, warranty manuals to ownership.
- 22) Perform other duties as assigned and necessary for a successful project.

QUALIFICATIONS

- 1) Minimum one year of experience working in construction management as a general contractor, owner's representative, developer, or other similar services firm or at least one year of internship experience.
- 2) One year of management experience involving both administrative and technical duties and responsibilities or one year of internship experience is required.
- 3) Experience working for a commercial general contractor is strongly preferred.
- 4) Experience in the hospitality construction industry is not required, but strongly preferred.
- 5) Ability to manage multiple concurrent projects.
- 6) Ability to set and meet strict deadlines and prioritize workload accordingly.
- 7) Outstanding leadership, organizational, and customer service skills.
- 8) Excellent written and verbal communication skills.
- 9) Excellent analytical skills, attention to detail and a strong work ethic.
- 10) Proficiency in Microsoft Office software applications including Microsoft Project.
- 11) Ability to understand and properly communicate project challenges.
- 12) Strong interpersonal skills and problem-solving ability to make decisions quickly, keep teams moving and align with schedule, budget, and safety standards.
- 13) Current knowledge of engineering and construction issues related to the type of project being managed.
- 14) Current knowledge of codes, permitting process for state and local authorities having jurisdiction.

ADVANCEMENT

The successful candidate will have the opportunity to advance within the company into other departments, such as the development group.

COMPENSATION

- Salary Range DOE: \$75k - \$95k
- Competitive base plus bonus
- HighSide offers a competitive benefits package, including a 401k match, healthcare coverage, and a range of other benefits.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbents work both inside and outside of buildings and in all areas of the property including amenities and have frequent exposure to outside elements where temperature, weather, odors, and/or landscape may be unpleasant and/or hazardous.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Team Member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Team Member is regularly required to use hands to finger, type, handle, or feel and talk or hear. The Team Member regularly required to stand; walk; reach with hands and arms, and climb, stoop, or squat. Incumbents must be able to physically access all exterior and interior parts of the property and amenities and must be able to work inside and outside in all weather conditions including, but not limited to rain, snow, heat, hail, wind and sleet. The Team Member must be able to push, pull, lift, carry, or maneuver weights of up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Rare or regular travel may be required to assist properties as needed, attend training classes or other situations necessary for the accomplishment of some or all of the daily responsibilities of this position.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their Team Leader.

TO APPLY: Email your resume to careers@highsidepm.com