

Beck Building Company is a leader in residential construction with offices in Vail, Aspen and Denver.

www.beckbuilds.com



At Beck Building Company, we believe our team is our most important asset. We offer competitive wages and benefits including medical, dental, vision, 401k plan and more. We invite you to review our positions and apply online.

Position Available
Project Manager

PROJECT MANAGER

- **Project Administration**
 - Coordinate and attend meetings with Project Team, Owner, and Architect.
 - Visit Job Site at least weekly to monitor work progress.
 - Administer requests for information, requests for pricing, and coordinate these requests with the superintendent's site documents.
- **Participate in the estimating process**
- **Develop original construction schedule** in cooperation with superintendent.
 - Modify schedule on a regular basis, communicate with owner, incorporate procurement, or purchasing activities into schedule.
 - Update Sub/Suppliers on construction schedule, review schedule with Superintendent on a weekly basis in order to identify schedule challenges and develop strategies.
 - Organize project to adhere to schedule, post and keep schedule updated.
- **Purchasing/Materials Management**
 - Coordinate purchasing activities based on lead times and schedule requirements.
 - Verify that materials comply with construction documents, owners' expectations, budget, jobsite conditions, subcontractor's contract requirements and purchase agreements.
- **Subcontract Administration**
 - Develop contracts based on Bidding Guidelines.
 - Oversee project coordinator in evaluating and facilitating the processing of monthly progress billings, review subcontractor change orders.
- **Bidding/Buy out**
 - Provide clear scope of work to all bidding subs through the Bidding Guidelines, track plan distribution/quotes in cooperation with the project coordinator.
 - Analyze, compare and coordinate bids and provide value analysis suggestions

and research to the owner/architect.

- **Submittals**
- Verify by submittal all products/materials to be used on the project.
 - Coordinate submittals/samples for approval by owners and architect.
- **Change Orders**
 - Coordinate, gain approval and communicate all change orders. Maintain records, gain approvals and handle billing.
- **Monthly Billings**
 - Review monthly billings for accuracy, budgeting and communication.
 - Review billing with Superintendent.
- **Relationships/Communication**
 - Develop a communicative and helpful relationship with the owner, architect, project coordinator and superintendent.
- **Daily Paper**
 - Review daily job reports, invoice, code, review and verify Superintendent's materials.
 - Weekly project reports, Invoicing and maintaining project files.
- **Job Closeout**
 - Participate in the development, distribution and completion of all architect/owner generated punchlists.

Please apply online at www.beckbuilds.com/jobs/