
Employment Exhibit

Project Manager

Breakdown

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| Profession: | Project Manager |
| Commitment: | Full-Time |
| Hours / Week: | 40 Hours / Week |
| Compensation: | \$35-50/hour DOE |
| Reports To: | Owner, Vice President |

Position Overview

Construction Oversight - planning, logistics, quality control
Referral - Generates support, network strength, new business development
Plan Reading - Detail knowledge, T/M estimation, problem solving, plan execution
Mentorship - Feedback from crew, ownership of responsibilities, delegation, talent development
Stewardship - Timeliness, dependability, job site ergonomics, quality assurance
Client Management - Clear communication, SMCD representation

Responsibilities:

Project Management

- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Manage the relationship with the client and relevant stakeholders
- Coordinate internal resources and third parties/vendors for the flawless execution of multiple projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measure performance using appropriate project management tools and techniques
- Report and escalate to management as needed
- Perform risk management to minimize potential risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Develop spreadsheets, diagrams, and process maps to document needs
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and adjust project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Delegate project tasks based on junior staff members' individual strengths, skill sets, and experience levels
- Collect and file appropriate new Subcontractor Paperwork
- Perform other related duties as assigned