



## Senior Project Manager (SPM)

### Job Summary:

Reporting to the Director of Construction (DOC), the Senior Project Manager (SPM) is responsible for overseeing the successful completion of commercial construction projects. The SPM will successfully manage complex projects including adhering to project timelines, budgets and quality. The SPM is expected to operate with a high level of professionalism, integrity and leadership.

### Duties & Responsibilities:

- Act as main point of contact for assigned projects from concept to final installation
- Initiate and maintain professional relationship with clients, team members and vendors to facilitate successful project execution
- Plans and oversees full scope of project tasks, timelines, client needs and subcontractors
- Attends all construction meetings and adjusts plans as necessary
- Performs site visits throughout life of project build out
- Manages and tracks change orders relative to the project scope
- Develops bid and generates detailed work plans
- Ensures adherence to highest quality of standards
- Creates project schedule, anticipating planning needs & maintain schedules
- Monitor/control construction in collaboration of on-site Superintendent to ensure contract compliance
- Manage financial aspects of assigned project
- Coordinate, manage, and supervise the work of project staff
- Oversee completion of project close-out
- Promote the growth and development of client, subcontractor and vendor relationships
- Proactively identify and solve problems to minimize risk
- Other duties as assigned

### Skills & Qualifications

- 7-10+ years Construction experience
- 4-year degree OR experience equivalent plus certificate in an accredited construction program
- Experience working on office, government, or healthcare projects
- Experience leading projects ranging from \$1mm to \$10mm+
- Demonstrated ability to multi-task and manage others
- Computer proficiency and software knowledge of Microsoft products, Sage (Timberline)
- Demonstrated skills in estimating, budgeting/ cost control and client relationship required
- Must have strong communication, organization and leadership skills
- Demonstrated ability to train others and monitor their work for quality and completeness
- OSHA 10 or 30 preferred

### Physical Demands:

- Ability to sit or stand for long periods
- Ability to climb ladders
- Ability to stoop, kneel, crouch, or crawl



**Other Qualifications:**

- Must be able to travel to the jobsite(s) as assigned.
- Valid Driver's License required

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