



**Job Function:**

The **elements** Construction Project Manager oversees all aspects of the pre-engineer solutions building process, working closely with the Design PM, designer, and Foremen to develop plans, establish timetables, and determine labor and material costs. They are responsible for ensuring the project is completed on budget and within scope.

**Over all Responsibilities include:**

The main construction project manager responsibilities are overall project planning, distributing resources, time management, risk management, creating benchmarks, managing the budget, managing staff, and managing relationships with key stakeholders. They also hire and manage subcontractors and employees, gather permits, and ensure all aspects of the project are up to code. As well as issuing and responding to RFI's and Change Orders. Also, mentors the Associate Construction Project Manager role.

**Specific Responsibilities and Duties:**

**At Work Planning:**

- Participates in feasibility of design
- Reviews field verification documents with project team for modifications needed identified by discrepancies of field conditions.
- Develops detailed project plans, risk assessment, and construction budgets.
- Ensures labor resource and equipment availability.
- Develops sub-contract agreements.
- Reviews construction contracts.
- Participates in Clash Detection Sessions with GCs.
- Conducts field verification to obtain manufacturing dimensions.
- Participates in OAC meetings.

**At Execution:**

- Ensures that **elements'** subcontractors are fully executing in compliance with their contracted scope of work and adhering to installation completeness against the contract value.
- Measures project performance using appropriate tools and techniques.
- Manages changes to the project scope, project schedule and project costs.
- Reports and escalates issues to management as needed.
- Facilitates RFI's and Change Orders.
- Manages the relationship with the client and all stakeholders.
- Performs risk management and quality control inspections to minimize project risks.



- Identifies and communicates product deficiencies to elements' design team for replacement.
- Delegates project tasks based on project support staff members' individual strengths, skill sets and experience levels.
- Tracks project performance, specifically to analyze the successful completion of short and long-term goals of scope and schedule.
- Meets budgetary objectives and adjusts project constraints based on financial analysis.

**At Punch & Project Close-Out:**

- Is responsible for ensuring customer satisfaction, signoffs, approvals, and formal paperwork.
- Manages Project Punch process including scheduling of work with the client and our installation team.
- Confirms project completion and works with the project coordinator to achieve final invoicing and close out.
- Reviews scope, schedule, and financial successes and challenges with the project team.

**Interfacing**

- Effectively communicates and delegates major project coordination tasks to employees based on their individual skill sets and the overall project goals.
- Consistently informs staff of project details and evaluate the effectiveness of a project plan with employees.
- Is able to motivate and direct their team to ensure the delivery of a successful project.
- Manages relationships with Key Stakeholders by communicating the progress and health of the project to them.
- Must also maintain relationships with third-party sources to ensure that they have the resources available to complete a project.

**Skill set**

- In-depth knowledge of pre-engineered construction procedures, equipment, and safety guidelines
- Planning and Goal Setting
- Ability to read drawings, plans and blueprints, with an aptitude in math and geometry
- Excellent organizational, team leadership, and delegation skills
- Ability to communicate and report effectively
- Risk Management



- Critical thinking and problem-solving abilities
- Values teamwork and is open to feedback
- College level degree, PMP, or CPM certification preferred
- 4-7 years field experience preferred