



Summary of Position

A DIRTТ Project Manager at Workplace elements is responsible for simultaneously managing multiple projects from initial conception, to DIRTТ order acceptance and through the project closeout and final invoice. In this role, it is critical for an Project Manager to fully understand the jobs and roles of the other team members i.e. DIRTТ Designer and DIRTТ install manager in order to effectively lead a project team forward. In the DIRTТ network of partners across this country, this role is commonly referred to as the DIRTТ Champion, which resonates with the expectation that the Project Manager or PM is a master of all things DIRTТ. It is the Project Managers job to protect and grow elements project portfolio, relationships with customers and maintain profitability on projects

Job Responsibilities/Duties:

- Strategically managing projects and accounts in order to maintain and grow business in any vertical market and of any size or complexity.
- Responsible for coordination of all DIRTТ project efforts, helping with administrative and financial task such as compiling quotes, change orders, progress billing and contract review with our finance department.
- Serves as the primary liaison contact effectively communicating to Architects, General Contractors, Project Managers/Owners Representatives, and End Users/Clients, and other construction sub-trades
- Prepare and maintain strategic plans, timelines/schedules and budgets to complete projects on time and within budget, achieving maximum client satisfaction.
- Understanding the construction process in detail and how DIRTТ differs from and effects conventional construction
- Expertise in DIRTТ's specification software platform called ICE, and a high proficiency in AutoCAD is required in this role.
- Detailed understanding of how site measurements are taken, and the ability to turn ICE files into DIRTТ shop drawings in some instances using ICE and AutoCAD.
- Working with a DIRTТ designer and DIRTТ install manager to meet the client/architects design and specifications criteria.
- Identifying opportunities that come in and validate them through the "DIRTТ Go or No-Go process" and be proficient in navigating and understanding Architectural and Construction drawings and specifications.
- Generate proposals in Kinetic as needed based on project requirements.
- Truly understand and be able to present the DIRTТ value proposition in tours and presentations. New business development, while not the primary role of a PM, is still key to the success of our Team.



- Responsible for coordination of all DIRTT project efforts, helping with design, administrative and financial task such as reviewing drawings, compiling quotes, change orders, progress billing and contract review with our finance department. In addition to taking on these tasks, this role will conduct and train an Associate PM to perform similar functions on project assignments while keeping oversight.
- Serves as the primary liaison contact effectively communicating to Architects, General Contractors, Project Managers/Owners Representatives, and End Users/Clients, and other construction sub-trades; such as flooring, electrical and plumbing contractors.
- Prepare and maintain strategic plans, timelines/schedules and budgets to complete projects on time and within budget, achieving maximum client satisfaction.
- Is fully versed in the MC Divisional process and procedures and adheres to them. See addendum A – MC Process. Advises on process/procedure improvements and team feedback.
- Understanding the DIRTT construction process in detail and how DIRTT differs from and effects conventional construction
- Expertise in DIRTT's specification software platform called ICE, and a high proficiency in AutoCAD/Revit is required in this role.
- Detailed understanding of how site measurements are taken, and the ability to turn ICE files into DIRTT shop drawings in some instances using ICE and AutoCAD.
- Work closely with Director of MC Division and Preconstruction team on Identifying new opportunities.
- Assistance for coordination of all DIRTT project efforts, helping with administrative and financial task such as compiling quotes, change orders, progress billing and contract review with our finance department in coordination with Team Lead Project manager, designers, project coordinators and Installation managers.
- In budgeting phases Confirm Tax rates on all assigned projects.
- Continual updating smartsheets and Kinetech with accurate ship dates, onsite dates, forecast values, GP % for all team projects.
- Reviewing construction schedules for any changes and cataloging and communicating any changes to the overall construction and DIRTT schedule
- Complete ICE, Kinetic and team coordination for all change orders on a project after a contract is executed.
- Review Contracts for scope and contract value prior to sending to Project Coordination and CFO for final review of terms and conditions.



- Coordinating with a DIRT designer and DIRT install manager to meet the client/architects design and specifications criteria.
- supporting design coordination with architects, engineers, and contractors.
- Submitting project quotes and orders in conjunction with the MC Designer and Project Coordinator.
- Understanding local code requirements as it relates to modular walls and modular power

Environment

- Sitting and computer drafting for extended periods of time.
- Occasional field and job-site survey work may require climbing multiple flights of stairs on construction job site.

This position is: Full-time/Exempt

Salary Range: \$68K-\$79K annually

Experience/Requirements:

- Minimum 3 years of Design and/or Construction experience.
- Microsoft Windows and Microsoft Office Suite (Word, Excel, Outlook)
- Strong written and verbal communication skills
- Requires excellent customer service skills
- Ability to read and understand construction drawings
- Understanding of a design assist approach and how to work with PreCon teams throughout the process
- Must be extremely organized, with good time management skills and the ability to work independently with minimal guidance
- Must be able to analyze and problem solve, even with significant ambiguity
- Proficient in Microsoft Office (Excel, Word, and Outlook).
- Proficient in ACAD, Revit and Navisworks a plus