

## Education:

High School diploma or equivalent with applicable 2 year Technical College Degree in Residential or Commercial Design and/or Construction.

## Preferred Education:

4 year Construction Management Degree with an emphasis on; project management, construction sequencing, job costing, and construction contract law.

## Minimum Experience:

3-5 years experience as an entry level Assistant Project Manager or Project Manager, in the commercial sector, or intern experience along with Assistant Project Management experience; where change orders, purchase orders, schedule development, light pricing of change orders and a strong understanding of the critical path exists.

## Preferred Experience:

5-10 year experience as a commercial Construction Project Manager independently running increasingly more technical projects with numerous trades of work and difficulty. Familiarity with varying project delivery methods and their uniqueness; CM, Design-Build and Fixed Bid Sum projects. Demonstrated field exposure to actual placement of work and day-to-day means and methods very much preferred.

## Job Function:

Responsible for the safe completion of the project within budget, on schedule, and to Ellis' quality standards and the customer's satisfaction. Initiate required action to achieve the project objectives and ensure all project activities are consistent with contract documents and Ellis' policies.

## Duties and Responsibilities:

1. Initiate and maintain liaison with owners and other contacts to facilitate project activities.
2. Oversee and provide guidance of projects to staff.
3. Work with superintendent and foremen to plan, organize, and direct activities related to construction projects.
4. Establish project objectives, policies, procedures, and performance standards within boundaries of company policy and contract specifications.
5. Confer with superintendents and foremen to discuss such matters as work procedures, complaints and construction progress.
6. Monitor and control project through collaborative administrative decisions with on-site staff to ensure project is completed on schedule and within budget.
7. Proactively Investigate and foreshadow critical path obstacles, and implement corrective or improvement measures.
8. Work accounting to manage financial elements of active contracts to protect Ellis' interest, while simultaneously maintaining good relationship with the customer.
9. Procure supplies and materials to complete a project per Ellis ordering matrix
10. Interpret and explain plans and contract terms to staff, workers and clients.
11. Proactively develop relationships with the trade-partner community, and nurture strong true working partnerships with the same.
12. Ensure that every project is managed to maximize customer satisfaction.
13. Ensure job processes are followed in accordance with Ellis' policies.

## Job Specificities:

### 1. Pre-Construction

a) Upon direction of Project Executive, provide scheduling services (when applicable) to projects during pre-construction phase. Update schedules as needed during pre-construction.

b) Participate in pre-construction planning as necessary.

c) Create site staging and logistics plans (when necessary).

d) Pre-GMP review

i. Review estimate prior to establishment of GMP to provide input on items for consideration and engage as necessary in constructability review.

### 2. Turn-Over

a) Upon direction of Project Executive, PM schedules meeting to receive, review, and act on information provided by estimator.

i. PM needs to read the Cost Code Description in detail to familiarize themselves with the work.

b) Review with estimators the scope, bids, cost codes, planned self-performance work, etc. (*see Turn-Over Meeting Agenda*)

## Attributes:

Organizational Skills  
Good Judgement  
Communication Skills  
Focused  
Thorough  
Attention to Detail  
Results Oriented  
Flexibility  
Adaptability  
Time Management  
Dependable  
Consistent  
Attentive Listener

## Administrative Skills:

Strong Organizational Skills  
Ability to communicate effectively with all levels.  
Ability to follow policy and procedures.  
Ability to exercise independent judgement.  
Ability to function in a high paced environment.

## 3. Construction Administration

- a) Review and become familiar with plans, specifications, contract, and project requirements.
- b) Create, administer, and update Overall Project Schedule.
  - i. Review short-interval schedule (created by Superintendent)
- c) Promptly Issue Subcontract Agreements (SAs) and material Purchase Orders (POs) for items needed based on the contract requirements.
  - i. POs & SAs should be issued within 5-10 business days from receiving a fully executed contract or GMP amendment and completing the Turn-Over from Estimating.
  - ii. Critical long lead time items may need to be ordered prior to completion of the turn-over process.
  - iii. Review and execute (sign) SAs and POs upon their return from subcontractors/suppliers and update Procore accordingly.
  - iv. Ensure delivery dates meet project schedule.
- d) Order non-PO materials pursuant to the Material Ordering Matrix
- e) Submittals
  - i. Create submittal log as needed based on contract requirements.
  - ii. Distribute submittal log to project team.
  - iii. Receive, review, and distribute submittals for further review.
    1. distribute back to subs/suppliers after architect, engineer, and/or customer review.
- f) Information gathering
  - i. Initiate RFIs to architect.
  - ii. Track RFIs to completion.
- g) Changes in the work
  - i. Identify changes in work.
  - ii. Distribute change in work information to project team for pricing.
  - iii. Review pricing changes for accuracy and validity.
  - iv. Price contract changes and present to client for review and approval.
    1. PM is responsible for distribution of change information (CBs, PC) to project change.
    2. PM is responsible for quantity survey, labor estimates and review of subcontract and material supplier quotes.
    3. Convey approved changes to Accounting to ensure accuracy of Cost Coding is maintained. Including change in units, measure, etc.
    4. Review, approve, and document changes made on time sheets from superintendents.
  - v. Following approval, adjust SAs and POs via the Change Order process within (5) five working days of the change being approved



# Physical Demands

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
<b>Time Spent</b>				X	<b>Vision/Dexterity</b>			X	
Spend Time Sitting				X	Manual Dexterity			X	
Spend Time Standing			X		Finger Dexterity			X	
Spend Time Walking			X		Wrist-Finger Speed			X	
Spend Time Bending or Twisting the Body		X			Peripheral Vision		X		
Spend Time Kneeling, Crouching, Stooping, or Crawling		X			Far Vision		X		
Spend Time Climbing Ladders, Scaffolds		X			Visual Color Discrimination			X	
Spend Time Keeping or Regaining Balance		X			Depth Perception			X	
Spend Time Making Repetitive Motions		X			<b>Skills</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Lift/Carry</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	Reading Comprehension				X
Lift/Carry 10 lbs. or less		X			Writing				X
Lift/Carry 11-15 lbs.		X			Letters and Memos				X
Lift/Carry 16-20 lbs.		X			Electronic Mail				X
Lift/Carry 21-40 lbs.		X			Speaking				X
Lift/Carry 41-50 lbs.		X			Public Speaking			X	
Lift/Carry 50-100+ lbs.		X			Active Listening				X
<b>Push/Pull</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	Complex Problem Solving				X
Push/Pull 12 lbs. or less		X			Contact With Others				X
Push/Pull 13-20 lbs.		X			<b>Exposure</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
Push/Pull 21-40 lbs.		X			Very Hot or Cold Temperatures			X	
Push/Pull 41-100 lbs.		X			Exposed to High Places		X		
					Exposed to Hazardous Conditions		X		
					Exposed to Disease or Infections	X			
					Sounds, Noise Levels Are Distracting or Uncomfortable		X		
					Exposed to Whole Body Vibration		X		
					Operating Vehicles, Mechanized Devices, or Equipment			X	

**Key:**

N – Never

O – Occasionally; 1-33% of time

F – Frequently; 34-66% of time

C – Constantly; 67-100% of time