JOB DESCRIPTION – SENIOR PROJECT MANAGER

BUSINESS DEVELOPMENT

1. Develop a BD plan including the following:
   - Branding
   - Identification of target audience
   - Approach
   - Opportunities
   - Tracking
   - Analysis
   - Customer feedback
   - Post project support
2. Identify and contact potential clients to establish rapport and arrange meetings.
3. Plan and oversee new BD initiatives.
4. Increase the value of current customers while attracting new ones.
5. Maintain fruitful relationships with clients and address their needs effectively.
6. Develop a growth strategy focused both on financial gain and customer satisfaction.

PRECONTRUCTION

1. Coordinate/develop programming, OPR (Owner Project Requirements) and BOD (Basis of Design). Applies to Design/Build projects.
2. Prepare preliminary construction schedule and budget(s).
3. Review plans and specs and develop Bid Outline for all bidding trades.
4. Coordinate job walk(s) for bidding Subcontractors.

CONSTRUCTION

1. Review/execute contract with Owner.
2. Project set-up (Procore).
3. Prepare detailed construction schedule and timelines.
4. Apply for any building permit(s), including coordinating with the various jurisdictional agencies as required, i.e. Building, Fire, Electrical and Mechanical, Public Works, Air Quality Management District.
5. Generate Subcontract Agreements.
6. Generate submittal schedules and maintain submittal record.
7. Review submittals for compliance with plans and specs.
8. Attend project meetings and generate Meeting Minutes.
9. Track and manage project costs.
10. Submit and coordinate RFI's.
11. Review and analyze scope of work revisions (plans and specs) and generate a Change Event record for all subs affected by proposed revision. Secure, review and approve cost from sub(s) and submit cost proposal to client. Upon written approval from client submit formal Change Order request.

12. Issue subcontractor CO's.
13. Prepare project billing.
14. Mitigate cost, scope of work and/or personnel related issues on project.

PROJECT CLOSE-OUT

1. Coordinate close-out process with PE
2. Review and approve close-out package prior to submitting to client.