



PROJECT MANAGER | Tenant Improvement | San Francisco

Retained Search Represented by Wentworth Executive Recruiting | Carol Ann Wentworth, CEO

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Position Title: Project Manager

PRIMARY FUNCTION: The Project Manager has the primary role of providing the leadership, planning, organization, control, coordination, and direction of project management to meet the profit and growth objectives of the company. Provides the project management resources to act for the company in matters pertaining to the successful progress and completion of assigned projects according to established schedules, cost estimates and specifications; participates in the marketing and sales activities of the company, including business development, sales, direct customer relations, estimating, bidding, pricing, and project negotiations.

My client is one of the top premier Tenant Improvement-Luxury Office Space Construction Firms in San Francisco. If you have the Leadership and Skill set required for this position, please send an Cover Letter and Resume to: carolann@wentworthexecutiverecruiting.co. We are hiring immediately!

REQUIREMENTS

- 10-12 years of direct experience in the Tenant Improvement office space in the SF Bay Area.
- Bachelor's Degree, Construction Management preferred.
- Proficient with Microsoft Office, Sage | Timberline Software a bonus, iPad, Smartphone.
- Exceptional communications skills, written and spoken. Collaborative colleague.

Competitive salary, bonus program and excellent health care benefits package. Great company culture.

AUTHORITY

1. The Project Manager has the authority to work with the field personnel and others in a manner that effectively and efficiently completes the assigned work in accordance with the specifications of the projects and within the schedule and budget.
2. Has the authority to manage awarded projects, prepare submittals, and coordinate the installation with the client, the company's field personnel and various trades on the job.
3. Has the authority to direct the utilization of company assets in the execution of a project.
4. Has the authority to approve and submit to clients Change Order Proposals.
5. Has the authority to select which subcontractors to request bids from, and to award bids to subcontractors based on the established criteria.

6. Has the authority to requisition project equipment and material needed to complete the job, provided the items are within the limits of the project budget.
7. Has the authority to prepare and submit bid proposals to clients for assigned projects.

REPORTING RELATIONSHIPS

1. **The Project Manager** reports to the President of the Company.
2. The Superintendents report to the Project Manager who has responsibility for projects to which the Superintendents are assigned.

PRINCIPAL RESPONSIBILITIES

The **Project Manager** performs his/her duties in the spirit of the company's Mission Statement, and provides excellent services and the very best value for our customers. A copy of the Mission Statement is enclosed with this job description for review and conformity.

1. The **Project Manager** is responsible for assisting in the design of assigned projects when and as needed for this function, verifying that the Scope of Work is adequately represented, facilitating in the construction of the project through project management, assisting in the overall project scheduling and milestones, insuring that all equipment and materials are on the job site when needed, identifying, and resolving obstacles related to the project, for closing out the project according to the approved schedule, and for bringing in the job on or under budget.
2. Responsible for the review of any, and, all construction documents for the purpose of complete familiarization of the assigned project.
3. **The Project Manager** has the responsibility for providing resources and direction to successfully manage assigned projects:
 - To assure an acceptable profit level by completing all assigned projects within or below the estimated budget.
 - To maintain a 100% on time completion record.
 - And complete all assigned projects to the satisfaction of the client.
4. For accepting and managing project assignments as determined by the President.
5. For the market development of clients as assigned by the President.
6. For the ethical standards and goodwill of Rossi Builders, Inc. as it pertains to assigned projects.
7. The Project Manager works within the guidelines of the Mission Statement.

PRINCIPAL DUTIES

1. **The Project Manager** is responsible for and performs the following duties associated with the Sales and Marketing functions of the position.
 - Actively maintains personal contact with assigned accounts.
 - Request contact information from subcontractors for sales leads.
 - Assists in maintaining customer relationships with key clients and participating in the marketing and sales functions.
 - Maintains active contact with prospective bidders.
 - Repairs and delivers customer proposals and presentations.

- All sales leads are actively pursued, with direct initial contact to be made by the Project Manager as soon as possible but not later one week from time the lead is provided.

2. **The Project Manager** is responsible for and performs the following duties associated with the Estimating functions of the position.

- Reads drawings, performs take offs, requests for bids from subcontractors and submit proposals to clients.
- Performs and/or assists in the estimating and bidding of construction scope changes of assigned jobs.
- Performs take off's for self-performed work.
- Prepares milestone construction schedule.
- Prepares and maintains the project's preliminary budget.
- Performs and/or assists in the estimating and bidding of construction scope changes of assigned jobs.
- Requests bid bond and quote on special insurance, if required.
- Requests bid bonds, insurance quotes, etc., and follows through to assure such documents are provided and on file.
- Recommends updates to the President of unit costs and other items in the estimating program.
- Updates contract reports as required for project reporting.

3. **The Project Manager** is responsible for and performs the following duties associated with the Project Management functions of the position.

- Accepts and manages project assignments as designated by the President.
- Actively participates in the training and development of new Project Managers,
- Estimating Trainees and others regarding project management activities.
- Assembles and distributes "as built" drawings, Manuals, and Warranty Letters to appropriate organizations when appropriate.
- Assembles various contract documents related to a specific project.
- Assists in developing and maintaining project schedules of assigned projects, and works with the Superintendents to incorporate them in the overall company schedule.
- Assists the Project Coordinator on assigned projects to assure that safety programs are adequately funded, and assists in the review and resolution of project safety issues.
- Assists the job Superintendent and Owner's Representative in completing the Punch List to the satisfaction of the client.
- Assists the job Superintendent in submitting the Close Out Package at the end of each project.
- Assures that the job Superintendent completes job hazard forms and posts them at jobsite.
- Conducts and participates in construction progress meeting.
- Estimates and approves all Change Orders for projects under direct control.
- Frequently reviews the planned vs. actual project scheduling and cost to assure these items remain under control, and takes immediate action to correct the situation should problems develop.
- Maintains the construction schedule and distributes the schedule to subcontractors.

- Meets with and fully informs appropriate Superintendents and other appropriate field personnel of the details of each project before construction work is initiated.
- Negotiates and processes subcontractor contracts.
- Prepares and distribute construction-meeting minutes.
- Prepares and reviews with the Estimator, Superintendents, and Project Coordinator the job start-up package.
- Prepares and/or processes RFI's as needed.
- Prepares job cost sheets and provides them to Accounting.
- Prepares monthly customer invoice documents and makes submittals to Accounting for billing to customers.
- Provides data and general assistance to Accounting for invoicing customers and contracts in progress for work done on projects, and provides collection assistance when necessary.
- Prepares submittal schedules and tracks them according to the approval process.
- Receives, processes, and responds to RFP's as needed.
- Respond to Superintendents' questions.
- Reviews job site (minimum once per week), monitors job site safety, quality, clean up and security.
- Tracks delivery schedules and expedites as necessary.
- Tracks progress towards permit submission.
- Oversees the transfer of utilities to the Owner when appropriate.
- Trouble shoots and responds to client's problems and questions as related to assigned projects.
- Writes and follows for executed subcontractor agreements on assigned projects.
- Reviews and evaluates subcontractor proposals.
- Tracts and controls warranty and repair costs.
- Tracts, assembles and maintains pre-job, design and permit scheduling.
- Takes reasonable action to assure adherence to all applicable laws, regulations and other official acts issued by federal, state or local governments or agencies.

4. **The Project Manager** is responsible for and performs the following other functions associated with the position:

- Project Managers provide supervision and direction to all superintendents assigned to projects under direct control.
- Performs Value Engineering activities to develop cost savings and improve quality.
- Develops and conducts training programs for Superintendents.
- Personally, and quickly resolves and reports to the President any claims or observations of safety violations in the work place.
- Personally, and quickly resolves and reports to the President any claims or observations of harassment. Reviews, and revises if appropriate, his/her personal job-related objectives and evaluates the achievements of such objectives on a semi-annual basis.

5. **The Project Manager** has the responsibility to:

- Perform the assigned work in a professional manner.
- Report to work on time and maintain an excellent attendance record.
- Abide by the policies, rules and procedures as contained in the company's Employee Handbook.