

## **PROJECT MANAGER**

**Reports to:** Director of Operations

**Date:** January 7, 2021

The Project Manager must have knowledge about every stage of the construction process from scope development to project closeout. They will ensure on-time and on-budget project execution while making quality and safety a priority.

### **Primary responsibilities:**

- Build strong relationships with clients/owners, architects, engineers, and subcontractors. Ensure they will want to renew the construction experience with Trident.
- Maintain a positive image of the company with clients, vendors, subcontractors, and team members.
- Set up and maintain project cost accounting.
- Develop and maintain job schedule for the project.
- Partner with Preconstruction Services regarding value engineering/constructability, soliciting bidders, estimating assistance and generating proposals.
- Develop a Schedule of Values and generate monthly payment applications.
- Negotiate major subcontractor agreements and equipment/material purchase orders.
- Facilitate subcontractor and owner coordination/progress meeting and document meeting minutes.
- Review and approve subcontractor pay applications and vendor invoices.
- Track and evaluate subcontractor change management.
- Monitor the submittal, shop drawing, and purchase order process to ensure accurate and timely delivery of equipment and materials.
- Manage execution of contracts, bonds, insurance certificates, contract compliance, and warranties.
- Monitor budgets, schedules, cost reports and job progress and review with Superintendent on a weekly basis.
- Visit jobsites on a regular basis to review effectiveness of site supervision, job progress, production planning boards, quality of work and safety on the job.
- Manage change orders, extra work orders, disputed claims, with owner and owner's representatives to a successful conclusion.
- Resolve major disputes with vendors and subcontractors.
- Manage startup and commissioning of facility, where applicable.
- Manager subcontractor owner training to the end user and turn-over contract close-out deliverables.
- Review and report project financial information, performance and any major conflicts to be resolved with Director of Operations.

### **Team Management and Development:**

- Assist the Superintendent with all tasks related to the job startup and mobilization and ensure clear delineation of managerial and administrative responsibilities within the project team.
- Collaborate cross-functionally with all departments and key functions.
- Able to maintain morale within a group and foster an environment of strong team spirit.



- Coach and mentor team members at varying levels and career stages to maximize each individual's growth. Train replacement to ensure personal development and advancement.

**Qualifications:**

- Proven success in the completion of multiple projects. Typical project size ranging from \$500,000 - \$10,000,000.
- Engaging leader and team player with five plus years of experience in engineering, construction, or related field.
- Bachelor's degree in Civil Engineering, Mechanical Engineering, Construction Management, or other relevant degree.
- Excellent written and verbal communication skills.

**Technical skills:**

- Computer-based CPM Scheduling Programs
- Construction Management Software (Procore Preferred)
- Microsoft Office Products

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