

Otto Construction is seeking a team oriented Project Manager for its Sacramento/Monterey area operations. OSHPD, DSA, LEED, LEAN, DBIA and BIM experience is preferred. Otto Construction is an Equal Opportunity Employer and drug free workplace. Salary will be based on experience and qualifications.

Position requirements include:

- Minimum 10 years of ground up commercial construction experience;
- Minimum of 5 years of experience as a Project Manager.
- 4 year Construction Management or Civil Engineer degree.
- Computer Skills such as Suretrak or Microsoft Project, P6, Word, Excel and Sharefile.
- Timberline Project Management Software Experience would be preferred or similar knowledge of relational database project management software.
- Leadership qualities with strong team building, communication and listening skills.
- Proactive in avoiding and/or effectively solving problems.
- Good DMV record.

Duties:

1. Represent Otto Construction in a professional manner as the liaison between Otto's office and field, subcontractors, owners, architects and engineers.
2. Review and adapt the prime contract and contract documents requirements into Otto's project procedures and subcontracts.
3. Define and develop scopes of work and issue subcontracts and purchase orders through collaboration with the project superintendent and estimator.
4. Assist the superintendent in mobilizing the field office, office equipment and services.
5. Obtain all necessary building, operational and safety permits for the project.
6. Process owner and subcontractor monthly billings.
7. Manage the project's web based document control system to include contract document distribution, change orders, contingency use, subcontractor insurance and certified payroll where required.
8. Assist in the development and updating of the project master CPM and short interval schedules.
9. Assist in promoting and enforcing Otto's safety program.
10. Produce and present quarterly status reports covering the project's construction and financial progress.
11. Supervise and provide mentoring for the project engineers and field administrative staff.
12. Conduct and document project meetings with subcontractors, owners and design consultants.
13. Assist the superintendent in tracking and reporting quantities of self-performed work on a weekly basis.
14. Ensure the timely issuance and execution of subcontracts to facilitate the project schedule.
15. Oversee project closeout procedures.

Standard Benefits Include:

- 401(k) Plan with matching contributions
- Health, Dental, Vision, Life and Disability Insurance
- Vacation, Holiday, and Sick Leave

**Resumes can be emailed to Robert Ussery – [russery@ottoconstruction.com](mailto:russery@ottoconstruction.com)**

**Employment placement agencies and executives need not inquire.**