

Job Description
PROJECT MANAGER

EXEMPT (Y/N): Yes

LOCATION: Jobsite

HOURS: Vary

DEPARTMENT: Operations

SALARY RANGE: \$100,000-\$160,000

SUPERVISOR: VP / Operations

SUMMARY: As a Project Manager for Otto Construction, you will co-lead the project team with the Superintendent and are responsible for the Project's performance as it relates to schedule, costs, efficiency, morale, safety, and overall job success. The Project Manager is the project's office leader, coordinator, and motivator, working with Trade Partners, Owners, Design Team to perform at their highest efficiency, especially during challenging times and circumstances.

POSITION CAPABILITIES include but are not limited to:

1. Computer skills such as P6, Word, Excel, ShareFile, PlanGrid, Asta, Miro, and Bluebeam preferred.
2. Project Management software experience is preferred.
3. Leadership qualities with strong team building, communication and listening skills.
4. Schedule development (pull planning, short interval schedules, milestone schedules and other lean principles)
5. Proactive in solving problems.
6. Attention to detail and multi-tasking.
7. Uphold the company's philosophy of Honesty, Integrity, and Compassion for Others
8. Good DMV record

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

1. Review and adapt the Prime Contract and Contract Documents into Otto's project procedures and subcontracts. If a Project Procedure is developed, provide input with respect to the general procedures, site utilization and schedule.
2. Lead project buyout by developing specific scopes of work to avoid double coverage.
3. Develop general procedures and specific scopes of work for issuance of subcontracts and purchase orders. Review Construction Documents thoroughly, specifically the construction details, to assure that all aspects of work have been identified and assigned (only once).
4. Represent Otto Construction in a professional manner for project clients and their consultants, and as the liaison between Otto's office and field, subcontractors, owners, architects, and engineers.
5. Define and develop scopes of work and issue subcontracts and purchase orders through collaboration with the project superintendent and estimator.
6. Coordinate and assist the superintendent in mobilizing the field office, office equipment and services.
7. Coordinate and assist in obtaining all necessary building, operational and safety permits for the project.
8. Process owner and subcontractor monthly billings.
9. Manage the project's document control system to include contract documents, distribution, submittals, RFI's, change orders, contingency use, subcontractor insurance and certified payroll where required, etc.

10. Develop the Project Master Schedule and a construction plan that exceeds the project's schedule expectations. Coordinate with the Superintendent on theories and ideas to construct a faster project. Maintain and update the Project Master Schedule monthly with the Superintendent/Engineers.
11. Identify and track the status of all material and equipment deliveries and lead times for the entire project.
12. Discover conflicts and errors in the Construction Documents before they become a problem in the field. Cross check string dimensions with those of grid lines. Generate RFIs identifying design conflicts and/or concerns suggesting a desired solution with alternate method and/or product.
13. Participate in promoting and enforcing Otto's safety program.
14. Lead project team in monthly cost projections, produce and present quarterly status reports covering the project's financial and schedule status, along with customer, design consultant, inspector, and subcontractor relationship status.
15. Supervise the work and progress of the Engineers and Administrative Staff, being a mentor to Senior Project Engineers, and Project Engineers/Interns working beneath them. Assist the VP/Operations with performance reviews.
16. Be present at all times that work is being performed on the project. Under extreme circumstances, the Project Manager and Superintendent should make provisions for the presence of a qualified Otto individual to be present to supervise the work.
17. Keep lines of communication open with Superintendent to assure that both sides are on the same page with respect to plan changes, personnel needs, company policy, etc. Seek input from Superintendent, Fes, and PEs on problem solving.
18. Help subcontractors perform to the best of their abilities. On some projects, Otto's work amounts to a small proportion compared to that of subcontractors. Schedule the work in an organized manner to allow every trade to be successful. The subcontractor's success will determine their desire to work with Otto in the future.
19. Conduct and document project meetings with subcontractors, owners, and design consultants
20. Assist the superintendent in tracking and reporting quantities of self-performed work on a weekly basis.
21. Ensure the timely issuance and execution of subcontracts, submittals, PO's & RFI's to facilitate the project schedule.
22. Oversee project closeout procedures including LEED & Commissioning requirements.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

4-year degree or equivalent experience (Construction Management preferred) and/or a minimum of 10 years Construction experience preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as plans and specifications, safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively in one-on-one situations with customers and employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written and oral form.



CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license and good DMV record to operate vehicle on company's behalf.

OTHER SKILLS and ABILITIES:

Recognized as a self-starter and ability to meet deadlines.

Ability to work well with others and achieve team goals.

Highly dependable with excellent organizational and time management skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, and walk. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee occasionally is required to lift and/or move up to 25 pounds and to walk up to ½ mile daily. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in outside weather conditions and is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles.

The noise level in the work environment is usually moderate.

NOTE: Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer.

STANDARD BENEFITS INCLUDE:

- 401(k) Plan with matching contributions
- Health, Dental, Vision, Life and Disability Insurance
- Vacation, Holiday, and Sick Leave
- Profit sharing/incentive plan
- Continued education & industry certifications
- Wellness and team building activities

Resumes can be emailed to Robert Ussery – russery@ottoconstruction.com

Employment placement agencies and executives need not inquire.