

Project Manager

The Project Manager is to ensure that projects are budgeted, planned, coordinated and completed in a timely, efficient, effective and profitable manner. The Project Manager will be held responsible for all aspects related to his or her projects. Project Manager may delegate portions of their authority to other qualified personnel, but does not relinquish total responsibility. The Project Manager shall also be an active member in Project Estimating.

Korellis will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Korellis is an Equal Employment / Affirmative Action Employer.

Experience/Education/Requirements

- Have 5 years of applicable experience in the roofing industry specifically
- Bachelor Degree in a Construction Related Field from an accredited institution of higher learning is preferred although not required
- Possess an OSHA 10 certification, successful drug, alcohol, and MVR and background screenings.
- Willing to accept responsibility to acquire specialized training and continued education
- Knowledge of Roof Assemblies, Application and Design preferred

Skills and Personal Attributes:

Skills required:

- Ability to read and apply plans and specifications to enable timely presentations of bids and/or proposal
- Ability to consistently prepare the new job paperwork, project cost estimate and schedule prior to the project commencement
- Ability to identify, troubleshoot and resolve problems before they become major issues
- Ability to successfully negotiate with owners, architects, engineers, subcontractors and suppliers
- Working knowledge of construction legal issues including contracts, liens, labor standards, safety standards and other related topics
- Ability to manage all aspects of construction projects effectively and efficiently included budgeting, scheduling, QA, safety, owner and architect correspondence, billings, subcontracting, contract management
- Ability to develop business relationships and networking contacts to increase the company's presence in the business community that results in new business opportunities
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to handle multiple projects and estimates at the same time
- Ability to meet deadlines
- Ability to work in stressful situations
- Ability to supervise field personnel
- Knowledge of Company Estimating, Scheduling and Project Management software
- Knowledge of Microsoft Office Applications
- Excellent verbal, written, communication and computer skills
- Must be able to communicate and support company policies and initiatives

Job Description Detail

Duties will include:

- Set up and/or supervise the set-up of projects in the Accounting software including (but not limited to):
 - Job establishment

- Schedule of Values
- Estimate
- Billing requirements
- Competitively procure materials, equipment and subcontracts. Perform a detailed review of the bids received to enable the buyout of the project at or below the amount(s) in the original estimate.
- Coordinate and/or prepare subcontracts, purchase orders and change orders in a timely manner so that they are executed and resources are available prior to their scheduled delivery.
- Manage projects on a daily, weekly and monthly basis including (but not limited to):
 - Provide the information for the completion of the requests for payment within the required time frame
 - Meet with the Owner (or Owner's representative) as required
 - Supervise Foreman to ensure the project is on schedule and within budget
 - Monitor and maintain the project schedule including interaction with subcontractors, material suppliers and other vendors
 - Ensure pre-task planning for coordination, quality control, and safety is being properly done on the projects
 - Review daily reports, photos, toolbox talks, and near miss reports
 - Provide oversight, direction, and coordination in the collection of data for any alleged bodily injury / property damage incident related to the project.
 - Communicate awareness and enforce the company policy in relation to equal employment opportunity and other unlawful harassment
 - Coordination of submittals. Monitor submittal log to ensure all open items are resolved in a timely manner
 - Coordinate with Foreman regarding all RFI's. Ensure that all field RFI's have been properly recorded. Review the RFI log to ensure that all open items are resolved on a timely basis.
 - Identify, document and discuss with the Owner all Change Requests in a timely manner. Monitor pending Change Request Log to ensure that Change Requests have been resolved in a timely manner
 - Process Change Orders for all approved Change Requests. Ensure that all Change requests have an executed Change order in a timely fashion.
 - Complete project close-out documentation and ensure that the punch list is completed in a timely and cost-effective manner
- Attend all required company meetings
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Support the company's safety policy
- Maintain confidentiality of company and client information
- Other tasks as assigned.

Measures of Performance

The Project Manager shall be deemed to be performing in an acceptable manner when the following are accomplished:

- Projects are completed within the contractual terms, in accordance with the project specifications, delivered on time and within budget
- Project documentation is accurate, complete, timely and current
- Estimates are provided accurately, current and timely
- Projected profits meet or exceed initial estimates
- Owners are happy with Korellis and will use Korellis on future projects
- Project Manager complies with all Korellis policies and procedures