



Project Manager Job Description Revision 6

REPORTS TO: Mick Bostwick Principal

Date Written: 4/22/19

Job Status: Full-Time

SUMMARY

Coordinating and daily management of large and small projects; Expected to work together with all team members; Actively helping to maintain safety culture and standards at all times; Assuring task completion on schedule. Maintaining timely communication with project supervisors, vendors, customers and others involved in the project. Review job costing weekly to manage the budgets of projects. Understand basic cost and profit concepts and be able to determine gross margin percentages. Willingness to help out all team members as needed even if task is outside of job description.

PRIMARY RESPONSIBILITIES

- Understands how to do the below listed items and will assure that they are appropriately completed in a timely manner:
 1. Manage projects at a minimum of 30% Gross Margin. Report any variances as soon as they are discovered.
 2. Strong proactive Communication with clients at a minimum of once per week and more frequently if a current situation dictates.
 3. Create accurate ESTIMATES using the Bid spreadsheet provided.
 4. Create proposal using the provided excel PROPOSAL SHEET.
 5. Create FIELD BUDGETS.
 6. Manage FIELD BUDGETS with Foremen on a weekly basis.
 7. Evaluate and recommend employee performance, wages, raises, and promotions using the EMPLOYEE EVALUATION MATRIX to the Director of Operations.
 8. Address in a timely manner, any injury observed or reported, with the completion and submittal of required Workman Compensation first notice of injury.
 9. Manage Associates and Sub-Contractors.

- Manage personal time and calendar to ensure that all appointments are attended.
- Attend scheduling meeting as needed with Project Coordinator.
- Update JTrack as needed at a minimum of once per week.
- Utilizing the Field Budget, explain and set goals with foremen using Field Budget.
- Daily collection from jobsite foremen, their updated FIELD BUDGETS.
- Daily collection from jobsite foremen, updated DAILY REPORTS in BuilderTrend.
- Weekly collection from jobsite foremen, their updated FIELD SOV, perform an initial review for completeness or glaring questions and review with Accounting for timely billings and Job Cost Updates.
- Attend JOB Review weekly meeting with Director of Operations and other management. Make necessary adjustments to job cost labor and material estimates as agreed to with Sr. Management.
- Manage equipment need for all projects. Ensure that projects have adequate spray rigs, ladders, drop clothes, etc...
- Hire new employees and evaluate needed man power.
- Attend job walks before, during and after any projects assigned.
- Conduct monthly Foremen meetings on the designated Friday.
- Analyze problems and make sound decisions in a timely manner based on objectives, risks, implications and costs.
- Calculate amounts of required materials and labor costs for individual projects based on accurate estimates using BID SPREADSHEET.
- Make sure materials are ordered and delivered on time; coordinate equipment and machinery.
- Apply previous experience on the following types of projects when needed: Custom New Construction Homes, Apartments, HOA's, Commercial and Residential Buildings, Industrial, Shopping Centers, Single Dwell Interiors/Exteriors Remodels, Expansions and Renovations.
- As a Company Manager, you have the responsibility to enforce OSHA and EPA Laws as well as Labor Laws and proper conduct to prevent employee harassment.
- Maintain a friendly approach to employees even in the worst case scenario to maintain professional ethic.
- Responsible to take photos (creating a digital record) before, during, and after project completion These are to be transfer to respective digital job folder. in order to keep record of each task and procedure used; these photos can be used to prove the use of proper materials and techniques for every assignment.
- Schedule personnel and clients according to needs and availability.
- Perform MINIMUM weekly project inspections. Some projects will require multiple inspections per week.

- Confirm foremen safety meetings are conducted weekly; collect and submit attendance and subject matter sign off sheets for all projects you are currently responsible for.
- Directly responsible to assure that projects are performed according to Scope of Work and Specifications.
- Assure time cards, safety reports and field SOVs are returned on time every Monday for job costing and payroll purposes.
- Manage, Custom New Construction Homes, Apartments, HOA's, Commercial Buildings, Shopping Centers, Single Family Interiors/Exteriors and Industrial projects.
- Inspect and review projects to monitor compliance with environmental regulations.
- Develop and implement quality control programs.
- Interface with Property Managers, Owners and all clientele in a professional manner as a key representative of the company.
- Provide effective and responsive customer service.
- Utilize excellent organizational and communication skills supporting daily painting operations.
- Manage a diverse group of personnel in a demanding work atmosphere.
- Coordinate production and colors between multiple projects.
- Manage multiple projects and meet scheduled deadlines.

Skills

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Speaking** — Talking to others to convey information effectively.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

- **Time Management** — Managing one's own time and the time of others.
- **Mathematics** – Basic understanding of addition, subtraction, multiplication, division, percentage origination, and basic algebra.
- **Information Technology** – The ability to be competent in GMAIL email and Google calendar, and the ability to search those applications. The ability to navigate Microsoft Windows, create, save, and find files and folders, and conduct file and folder searches within that application.
- **Working Conditions** — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.
- **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- **Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

WORK STYLES

- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

JOB REQUIREMENTS

- Must have minimum of 12 months prior knowledge and hands on experience of construction and painting (at present time, you will be developing this experience and skill set over the next 9-12 months).
- Must know how to use Microsoft Word, Excel, Google Mail and Google Calendar.
- Sufficient communication skills, both verbally and in writing.

WORKING CONDITIONS & PROTECTIVE EQUIPMENT

- Most work is performed outdoors where you will be subjected to the various weather conditions including extreme Heat & Cold.
- It is recommended that you take the steps to protect yourself. Sun block, jackets or coats, bump caps, knee pads and safety glasses. In general need to have PPE (Proper Protective Equipment) at all times during working hours.

DRESS CODE

- While on the job it is important to remember that you are representing our company. You are expected and required to wear White or Black PWP Polo when performing management tasks.

I have read and received a copy of my Job Description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Name of Associate

Date