



CONSTRUCTION PROJECT MANAGER

Department: Rush Commercial Construction
Reports To: Division Lead, Rush Commercial
FLSA Classification: Exempt
Date: 4 / 3 / 2018

Job Summary

Rush Commercial Construction, Inc. is currently seeking a talented Project Manager to join a well-established regional construction company that specializes in Class A office, healthcare, multifamily developments and senior housing. The Project Manager is responsible for representing the company and its Guiding Principles while managing the overall project timeline, financial outcome and owner/subcontractor relationships for assigned projects. This position must demonstrate strong collaboration and leadership skills coupled with great organization and time management.

Essential Duties & Responsibilities

Business Development

- Develop strong relationships with consultants, owners and subcontractors
- Prepare written and oral proposals of all types
- Develop industry ties and participate in organizations
- Take action on leads. Post to CRM and follow up appropriately
- While projects are underway, initiate work on the next opportunity (*be proactive*)

Estimating and Preconstruction

- Able to use Sage Timberline Estimating for take-off quantities, compile estimate content and put together complete estimates
- Ability to develop concept level estimates, DD level estimates and GMP estimates
- Use design decision log to track impact of owner changes on estimates between phases (conceptual, DD and GMP)
- Develop appropriate value oriented options for cost savings or to make project more constructible
- Accept responsibility for approval of estimates, whether constructed by PM or others
- Compile historical costs from complete projects
- Support subcontractor prequalification process and approve selections

- Drive a competitive but accurate subcontractor bidding process
- Establish appropriate contingency(ies) for each project
- Ability to work with all design team and MEP trades to coordinate cohesive design

Organizational Improvement

- Willingness to lend a hand if you have extra time or expertise
- Volunteer to push company initiatives forward
- Coach, mentor, and train others
- Shares information and resources willingly
- Come to meetings prepared to contribute

Contracting and Subcontracting

- Organize team for success and clarity around tasks and accountability
- Understand prime contract/participate in drafting scope/clarifications
- Draft subcontracts in timely and thorough manner (60 day goal)
- Cleans up all pco's monthly and converts to owner change
- Issues all subcontract co's within a month of getting approved owner change order
- Make sure all subcontractors are prequalified, capable to do the work, and not overloaded with backlog
- Confirm that plans and specifications are adequate to construct project
- Knowledgeable about dealing with subcontractors that are out of contract compliance
- Firm but fair with subcontractors, reviews proposed co's, negotiates effectively
- Coach subcontractors to great performance

Project Management Skills

- Review and approve all schedules, make sure they are updated monthly at minimum, and develop work arounds when delays are foreseeable
- Understand constraints and durations of scheduled activities; confirm subs have reviewed and bought in. Tie contracts to realistic schedules
- Prompt notification if owner is impacting job. Attempt to mitigate delay but protect Rush interests
- Lead project OAC and sub-meetings (delegate to superintendent as necessary)
- Assess personnel performance on projects, communicate appropriately to upper management
- Make sure project is well planned and coordinated. Oversee proper pre-project set up, trade prep meetings. Practice effective close out process. Capture lessons learned on each project
- Confirm superintendent is doing effective job of managing resources in the field and handling variable costs such as clean up, dumpsters, hoisting, etc.
- Control third party rentals and work effectively with Sound Tools to optimize profit
- Document all decisions and agreed upon actions, coordinate such actions and verify successful completion
- Ensure all QC related issues are documented and corrected
- Promote a safe workplace and understands safety rules
- Understands the basics of insurance and bonds
- Manage timely procurement and submittal process

- Manage timely resolution of RFI's, ASI's and CCD's
- Elevate issues of concern immediately to RCC management
- Issue owner billings accurately and timely
- Accurately processes invoices
- Complete projects on time
- Prompt response time to action items, owner and consultant issues, manage priorities
- Obtain knowledge about client operations and use that knowledge to promote great outcomes for project and client
- Know and communicate information re: construction documents

Cost Control and Forecasting

- Complete project under budget, full fee, maximizes fee opportunities
- Effectively and accurately manage budget and schedule. Present status to management monthly by 15th of each month
- Capable of using all Procore elements to ensure job outcomes
- Control cash flow, make sure under billings do not occur
- Pursue prompt payment (30 day maximum on AR)

Work styles and habits

- Collegial, cooperative
- Industrious, uses time well
- Recognizes and manages risk
- Communication skills
- Leadership skills
- Sense of urgency
- Problem solving skills
- Strategic thinking skills
- Respectful of all team members
- Ethical/honest
- Lifelong learner (hours of training)
- Accountable
- Customer focused
- Goal oriented
- Self-motivated / Self-directed
- Regular, reliable, and on time attendance
- Committed (whatever it takes)

Job Requirements

- ***Education***

Bachelor's Degree or equivalent combination of education, training and experience

- ***Experience***

Minimum 10 years of commercial construction experience related to healthcare, office, multifamily developments and senior housing. Ideal candidate strong managing sitework, experienced with wood framed construction as well as concrete/steel construction and knowledgeable with commercial construction means and methods.

- ***Special Skills***

Proven written and verbal communication abilities; Strong planning, problem solving & negotiation skills; proficient using computer applications, specifically Microsoft Office products, Microsoft Project, Procore, Sage Timberline Estimating and Bluebeam.

- ***Certifications and/or Licenses***

First Aid / CPR and OSHA Certifications (preferred)

Our team members at The Rush Companies have a strong reputation for exercising integrity, good judgment and sound business practices in our dealings with clients, consultants, subcontractors and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

For a more detailed job description, please go to <http://www.therushcompanies.com/about-rush/employment>

How to Apply:

Please send cover letter and resume to jobs@therushcompanies.com or via U.S. mail to:

The Rush Companies
c/o Human Resources
6622 Wollochet Dr. NW
Gig Harbor, WA 98335

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.