



## Project Manager

**Position Summary:** The Project Manager spearheads all communication and coordination on a Project. Anticipating variables to completion, they work closely with Project Team members to look and plan ahead, to sequence tasks appropriately, and overcome obstacles to work. They lead their assigned Project Team(s) to ensure all work is planned and carried out accurately, at or under budget, and on time.

### **Organizational Relationships:**

Reports to: COO

Oversees: Site Superintendents, Subcontractors

### **Key Responsibilities:**

Project Coordination (Phasing/Deadlines/Budget/Scope/Information)

Client Care/Communication

Resource Assignment (Subcontractors/Staffing)

Deliverables (Fixtures/Special Orders)

Quality Control

### **Duties:**

- Advances the Project Team through the stages of the Tuckman Model as quickly as possible
- Identifies and mitigates risks to projects
- Solicits and negotiates subcontractor and vendor bids – ensures accuracy
- Drafts Subcontractor Agreements
- Ensures all parties adherence to the contract documents, as they pertain to/impact Upcycle
- Creates, maintains, and updates Projected Completion Schedule (with input from Site Superintendents and Subcontractors)
- Ensures Site Superintendent has access to all necessary information before it is needed whenever possible
- Drafts and submits and tracks RFIs and Submittals
- Drafts and submits and tracks AWAs
- Reviews and submits internal progress and subcontractor invoices to CFO for client billing
- Orders Deliverables (fixtures, cabinets, doors/windows, etc.)
- Communicates and coordinates with all stakeholders
- Maintains a digital copy of all project related files in Dropbox
- Works with and oversees Site Superintendent
- Observe and enforce Company policies and standards
- Observation reports and provides follow ups when necessary
- Utilizes Company Project Management platform effectively for Team and Project communication, assignments, and tracking
- Utilizes Company Safety Management platform to effectively to track completion of work checklists, Daily Logs, and Overall Site Safety
- Ensures Company Values are being upheld by all workers on site
- Ensures we're delivering on the Promise to our customers



- Observe and enforce Company policies and standards

**Requirements:**

- Proven working experience in construction management
- Demonstrated leadership
- Ability to quickly gain the technical, behavioral and contextual elements of a project
- Understanding of all facets of the construction process
- Adept at utilizing (Mac) computer software programs such as Email, Excel, Word, Dropbox, and more
- Ability to plan ahead and see the “big picture”
- Ability to identify, manage and mitigate potential risks
- Ability to work efficiently under pressure and to tight deadlines efficiently
- Stakeholder management
- Action and result oriented
- Competent in conflict and crisis management
- Excellent time management skills
- Excellent communication and math skills
- Blueprint reading