

Phi Builders + Architects, Inc **Job Description for: Project Manager**

The Phi **Project Manager** plans, directs, coordinates, and budgets, usually through GC Department supervisory personnel, activities concerned with the construction and maintenance of projects undertaken by the Company. The **Project Manager** participates in the conceptual development of each construction project and manages its organization, scheduling, and implementation working with Phi Home Designs staff including internal personnel, architects, and **Site Leads**.

The **Project Manager's** essential function is to cost estimate, plan, and manage the various details of the Company's construction projects, including purchases, subcontracting, changes in the scope of the work and coordination of office and field activities – typically utilizing **Site Leads** - during the construction period.

Specific duties for Phi Home Designs' **Project Manager** vary depending on the needs of the business and are not limited to this Job Description.

The position of **Project Manager** is a Management position within our corporate structure. **Site Leads** report directly to the **Project Managers**. Phi's **Project Managers** report directly to the **General Manager**.

Each Phi employee must be consistently energetic, enthusiastic, and a team player at all times as a condition of employment. A strong work ethic, honesty, integrity, and good communication are baseline requirements for all Phi team members.

Our clients are the focal point and driving force of our endeavors. It is incumbent upon all employees to hold our client's needs and wants in highest regard and to perform all job responsibilities with the best interests of our clients in mind. Client relations falls upon all of our shoulders at all times, both at work and as individual members of the surrounding community.

A. PRIMARY RESPONSIBILITIES

The Phi **Project Manager** plans, directs, coordinates, and budgets, usually through supervisory personnel, activities concerned with the construction and maintenance of projects undertaken by the Company. The **Project Manager** is the lead participant in the conceptual development of each construction project and manages its organization, scheduling, and implementation working with other GC Dept. personnel.

The **Project Manager's** essential function is to cost estimate, plan, and manage the various details of the Company's construction projects, including purchases, subcontracting, changes in the scope of the work and coordination of office and field activities – typically utilizing **Site Leads** - during the construction period.

1. **LEADERSHIP and SUPERVISION:** The **Project Manager** leads the estimating, budgeting, and scheduling of the construction projects of the Company and is fully accountable for staff and subcontractor's completion of the assigned work and must understand and consistently apply all of the employer's business policies.

This includes:

- Providing guidance to the **Site Leads** to enable each construction project to be completed on time and on budget.
 - Maintaining an up-to-date file or library of material suppliers, equipment rental rates, and qualified trade subcontractors.
 - Studying and understanding the contract documents of each project before, as well as after cost estimating/quoting to determine areas, including provisions of the general or special conditions, that may be ambiguous or present problems or result in unforeseen costs. Such matters should be brought to the attention of the **General Manager** before the start of construction.
 - Investigating conditions at the jobsite prior to estimate/bid in order to understand and evaluate site accessibility, surface and underground conditions and any other condition that would affect construction methods and costs.
 - Accurately cost estimating each job and reviewing the estimate with the **General Manager** in sufficient time to permit careful analysis, checking of calculations, and corrections as necessary.
 - Compiling and reviewing information needed to produce a Construction Contract and reviewing information with **General Manager and Operations Manager**.
 - Preparing at various stages (pre-bid, post award, etc.) and updating as necessary the job progress schedule in coordination with the project's **Site Lead**.
 - Resolving, or assist in resolving, design and detail problems with owners, design agents, suppliers, and subcontractors.
 - Attending preconstruction and job meetings as needed.
2. **PLANNING and SCHEDULING:** The **Project Manager** is accountable for creating project plans and schedules and ensuring that each **Site Lead's** daily and weekly activities meet targeted production goals.
- This includes:**
- Understand full scope of each assigned construction project.
 - Primary Estimator – Compiles all estimates and quotes for assigned construction projects.
 - Primary Scheduler – Compiles all schedules for assigned construction projects.
 - Manages initial planning, research, development of new assigned construction projects.
 - Oversees change orders and integrating change orders into budget and schedule for projects assigned.
 - Purchases materials and subcontractors economically and expeditiously for projects assigned.
 - Efficient coordination of field and office activities on assigned projects, including job-scheduling activities. Prioritize assigned projects and resources in conjunction with **General Manager**.
 - Assists **General Manager** as requested/needed on protocol establishment and maintenance for construction processes and personnel.
 - Attends weekly jobsite meetings as deemed necessary.
 - Reviews construction in progress as necessary.
 - Manages **Site Leads**:
 - Assign tasks to **Site Leads** and follow-up for completion of tasks.

- Evaluate **Site Leads** daily to ensure roles and job responsibilities are being fulfilled appropriately.
 - Communicate and coordinate with **Design Team Members** in reviewing and red-lining all construction drawings and specification outlines as needed.
 - Communicate and coordinate with **Shop Manager** to prioritize, schedule, estimate, and/or integrate any shop work that falls under an assigned Construction Contract.
 - Identifying needs and deficiencies in any construction project including costing and/or schedule and communicating these to the **General Manager**.
 - Translating general work requirements into a prioritized plan for individual tasks and assignments.
 - Reviewing and adjusting project schedules to meet established production schedules. Resolving, or if unable to resolve, reporting any scheduling conflicts with the **Senior PM**.
 - Reviewing and adjusting project budgets to meet established production budgets. Tracks project through completion and produces percentage complete reports for **General Manager and the Client**.
 - Working with each **Site Lead** to overcome any work challenges that occur.
3. **ADMINISTRATION:** The **Project Manager** is responsible for the preparation and dissemination of all reports required in the industry or by the employer.
- This includes:*
- Preparing cost breakdowns; reviewing with **Site Leads** for concurrence, having it approved by the **General Manager** before release to accounting, and making adjustments as required by changes in the scope of work.
 - Preparing periodic percent completion data for job cost reports and monitoring accounting printouts to correct mis-postings and other errors.
 - Analyzing job cost reports to help determine recommended action on overruns.
 - Regular client meetings to discuss budget changes for project.
 - Preparing data for customer invoices and submitting in a timely manner to the **Controller**.
 - Coding and approving invoices submitted by subcontractors and vendors and submitting in a timely manner to the **Controller**.
 - Assuring that details and submittals are received, submitted, corrected, approved and returned to the vendors and subcontractors in order to assure delivery of materials and equipment to support progress schedules.
 - Maintaining and supervising adequate estimate, plan, and contract files in the corporate offices.
 - Supervise preparation of bid and job correspondence.
 - Assisting, with all GC Dept. personnel, in maintaining good subcontractor relations and activities, as well as other areas requiring coordination between field and office.
 - Estimating and submitting timely change orders to the design agent or owner. Prepare and execute change orders between the company and architect and subcontractors.
 - Requesting extensions of time as required by contract documents.
 - Monitor the maintenance of as-built drawings by the **Site Leads** or in-house **Designers** as required on projects. Assist **Design Manager** in assuring maintenance of a permanent record set, or that "as-built" information is transferred to a permanent record set.

4. **PERSONNEL & HUMAN RESOURCES:** The **Project Manager** must champion an inclusive human resources culture and is accountable for the adherence by the entire Phi field staff to human resource policies and procedures contained in the Employee Handbook to ensure a respectful and inclusive work environment.

This includes:

- Training, mentoring and coaching subordinate staff in order to permit each of them to reach their full potential.
- Knowing, understanding, communicating and ensuring compliance with all corporate human resource requirements as they relate to policies, procedures and programs.
- Recognizing, addressing and resolving issues/problems among/between **Site Leads** and crews.
- Ensuring that the **General Manager** and the **Operations Manager** is included in all major potentially controversial or questionable matters.
- Applying the Company's corrective action policy consistently and fairly.
- Applying project procedures, worksite policies and human resources policies fairly.
- Participate in review process for direct reports (**Site Leads**). This involves completing an Employee Review Form.

5. **SAFETY:** The **Project Manager** must at all times facilitate a safe work culture, is accountable for the safety of all personnel and must understand the legal liability of his/her role; ensuring crew members and sub contractors consistently apply all company safety standards for safe working conditions at each site.

This includes:

- Knowing, understanding, communicating, and ensuring compliance with safety regulations (Occupational Health and Safety Act) and safety policies and procedures.
- Identifying needs and providing or arranging for subordinate supervisory personnel's safety training.
- Providing answers to any technical safety questions to **Site Leads** or subcontractors.
- Participating in safety/incident investigations and reviews.
- Reviewing completed incident and other safety reports with the **Operations Manager**.

B. MINIMUM REQUIREMENTS:

KNOWLEDGE REQUIREMENTS:

Knows and understands:

- Solid knowledge of the principles of residential home building and light commercial construction, including federal, state, and local building codes.
- Solid knowledge of OSHA and environmental regulations applicable to the construction industry. OSHA 10 Hour Certification, preferred-not required, we will offer class.
- Solid knowledge and ability to read and understand plans and specifications.
- Basic computer proficiency including working competency in:
 - Microsoft Office (Excel, Word, Outlook, Project)
 - Adobe Acrobat Pro
 - Online "cloud" programs including: Google Calendar, Zoom
- Company and project safety programs.
- Construction project budgets and costing.
- Company and project safety programs.

- Employment standards and company policies.
- How to read blueprints, use a transit, and layout work.
- Scope of both Company supplied services and other construction trades.
- Building codes and land use law.
- **Mathematics**- Knowledge of arithmetic, algebra, geometry, statistics, and their applications.
- **English Language**- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Customer and Personal Service**- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Clerical**- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.

SKILL REQUIREMENTS:

Has the skill to:

- Assess management skills of **Site Leads**.
- Assess job knowledge and skills of in-house carpentry crew and subcontractors.
- Coach and teach **Site Leads** and other GC Dept. personnel.
- Apply good problem solving and conflict resolution skills.
- Manage differences and diversity at the work site.
- Comprehend how the work and tasks fit among various trades into the project.
- Form and implement plans and schedules.
- Organize and delegate work to both staff and subcontractors.
- Handle the administrative duties of the position, including completion of required or requested documents.
- Communicate both in writing and verbally for effective communication with customers, co-workers, vendors, and trade contractors.
- Be detail oriented and have meticulous documentation standards.
- Effectively plan and schedule.
- **Active Listening**- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, not talking over someone else, or not interrupting at inappropriate times.
- **Reading Comprehension**- Understanding written sentences and paragraphs in work related documents including reading and understanding blueprints.
- **Mathematics**- Using mathematics to solve problems.
- **Time Management**- Managing one's own time.
- **Writing**- Communicating effectively in writing as appropriate for the needs of the audience.
- **Active Learning**- Understanding the implications of new information for both current and future problem-solving and decision-making.
- **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 and concisely.

- **Equipment and Material Selection-** Determining the kind of tools and equipment or materials needed to do a job.
- **Judgment and Decision Making-** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Negotiation-** Bringing others together and trying to reconcile differences.

ABILITY REQUIREMENTS:

The ability to understand and comply with all rules, regulations and requirements contained in the Employee Manual; other written directives; or, verbal instructions issued by **General Manager, Operations Manager, and Owners.**

Consistently demonstrates:

- **Oral Comprehension-** The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression-** The ability to communicate information and ideas in speaking so others will understand.
- **Information Ordering-** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Written Comprehension-** The ability to read and understand information and ideas presented in writing.
- **Inductive Reasoning-** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Speech Clarity-** The ability to speak clearly so others can understand you.
- **Mathematical Reasoning-** The ability to choose the right mathematical methods or formulas to solve a problem.
- **Near Vision-** The ability to see details at close range (within a few feet of the observer as corrected).
- **Speech Recognition-** The ability to identify and understand the speech of another person.
- **Deductive Reasoning-** The ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity-** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Originality-** The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem when required.
- **Visualization-** The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Fluency of Ideas-** The ability to come up with a number of ideas about a topic.

ATTITUDE REQUIREMENTS:

Shows that s/he:

- Is consistently ready to take on new challenges and is willing to learn.
- Has good work ethics.
- Can adjust to change.
- Can be a role model and one who leads by example.
- Is willing to motivate and mentor subordinates.
- Is a team player.

- Takes responsibility for his or her position within the Company.
- Takes responsibility for the success of all projects undertaken by the Company.
- Takes responsibility for the success of the Company as a whole.
- Is honest and acts with integrity at all times.

EXPERIENCE REQUIREMENTS:

Has five plus years' experience as a qualified and competent Project Manager in the residential and/or light commercial construction field working on projects of \$1M to \$5M, and who is highly knowledgeable with all other construction trades and craft.

PHYSICAL REQUIREMENTS:

The ability to understand and comply with all rules, regulations and requirements contained in the Employee Manual; other written directives; or, verbal instructions issued by **General Manager, Operations Manager, and Owners.**

- **Gross Body Equilibrium-** The ability to keep or regain your body balance or stay upright when in an unstable position.
- **Static Strength-** The ability to exert maximum muscle force to lift, push, pull or carry objects weighing up to 50 lbs. for a short period of time.
- **Extent Flexibility-** The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **Stamina-**The ability to exert yourself physically over short periods of time without getting winded or out of breath.
- **Explosive Strength-** The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object at a job site.
- **Manual Dexterity-** The ability to quickly move your hand, your hands together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Eyesight-** The ability to see clearly (20/20) with corrective lenses.
- **Hearing-** The ability to hear 2 person conversations in a loud environment.
- **Performing General Physical Activities-** Periodically performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials on job sites.
- **Handling and Moving Objects-** Using hands and arms in assisting others to hand, install, position, and move materials, and manipulating things.