

The Project Manager will provide overall management direction to single or multiple projects ranging from \$500,000.00 to \$10,000,000.00. The Project Manager will establish project objectives and policies, maintain liaison with prime client contracts and monitor construction along with, financial activities through administrative direction of on-site construction manager.

The successful candidate will fulfill the following list that is included, but not limited to:

Position Duties/Responsibilities:

- Oversees team of Assistant Project Managers, Installation Supervisors and Lead Engineers to ensure projects are completed on time and to specifications.
- Analyze projects to determine scope, schedule requirements, and coordinate with Purchasing and Installation on priorities to effectively bring project within budget and on schedule.
- Expedite, review, and provide “quality control” on shop drawings and submittals.
- Review, issue and update Installation Manpower Schedules and Sequence of Operations within the first 60 days of project.
- Monitor the progress of the assigned projects via status reports, correspondence, job cost reports, progress billings, and field reports.
- Price and process change order proposals and coordinate with Estimating Department when required.
- Coordinate with Installation in completing the last 1% of the job and all punch lists; submit guarantees, warranties and owners’ manuals as required.
- Prepare, update and issue Cost to Complete Reports on a weekly basis.
- Promote Montbleau and maintain a good working relationship with suppliers, manufactures, GC’s and internal personnel.
- Participate with other Branch office personnel in establishing, setting and attaining goals for the overall department to develop new methods, techniques, systems and ideas to improve the performance of the Company.

Travel:

Occasional travel required to jobsite.