

AUS  
PROJECT MANAGER - COMMERCIAL

Location:

Required Education: 2 - 4 Year College Degree Required

Required Experience: At least 3 years

Local Travel:

Employment Type: Full-Time

Industry: Construction

Job ID: Project Manager

The Position:

The Project Manager/Estimator role is responsible for estimating, scheduling, operating and managing projects from cradle to grave. The position is to ensure that all associated work is performed in a timely and cost effective manner, in accordance with applicable plans and specifications, company policies and procedures along with sound construction practices. This position reports to the Chief Estimator.

Specific Responsibilities:

The following are the primary responsibilities of this role:

1. Understand the contract to ensure the Company's responsibilities and scope of the work
2. Responsible for catching deviations from the specifications and plans as it relates to scope, contract and schedule
3. Generate estimates from blueprint drawings, specifications, field notes, field drawings, and actual field inspections
4. Obtain all necessary information, such as: field inspections, measurements, photographs, and sketches required to provide accurate customer pricing
5. Submit proposals to customers
6. Communicate with owners, architects, engineers, general contractors and property managers
7. Attend/conduct all weekly meetings in conjunctions with project start-up, pre-bid, sales, job progress
8. Generate project budgets, submittals, equipment requirements, purchase orders, material lists, manpower requirements, lodging, and transportation
9. Handle all safety issues
10. Conduct pre-job safety analysis of each project
11. Monitor job costs against original estimates, budgets and change orders
12. Manage project closeouts and ensure warranty documents are requested and received
13. Execute contracts with subcontractors
14. Help the Chief Estimator with the month end WIP report and cost to complete report
15. Assist as appropriate in collecting progress and final payments
16. Serve as a representative of AUS, displaying professionalism, consideration and discretion in all interactions and assist in recruiting new talent to the organization
17. Contribute to a positive work environment and ensure teamwork within project organization, as well as with the management teams, utilizing the AUS resources needed to focus on driving value to our customers
18. OSHA 30 Required and demonstrated experience as an OSHA Competent Person on a Project
19. Expert use in Microsoft Office Products
20. Understanding how to create cost loaded construction schedules and all financial reporting for projects.
21. Ability to create a project plan including all phases from Initial to Closing, and manage the plan accordingly.
22. Ability to respond to deficiencies and project emergency requirements with professionalism.
23. Must demonstrate exceptional communication skills including written, verbal, and email.

Qualifications

- Strong written and oral communication skills including use of computer
- Excellent writing and oral communication and be able to accurately convey thoughts and ideas in a non-confrontational manner in one-to-one situation or a group setting

- Understand the basic revenue models, P/L and cost-to-completion projections and be able to make decisions accordingly
- Ability to be articulate in his/her method and be well organized
- Expert in Microsoft Office products
- Highly motivated and a self-starter
- 2 – 4 year degree or 10 years of experience in commercial construction industry as a project manager
- Must possess a valid driver's license
- Flexibility to occasionally work evening, weekends and overnight travel

#### Physical Requirements

- Walking, turning, stooping, and reaching for and carrying materials. Stepping over and around obstacles, climbing and carrying ladders, and climbing scaffolding
- Able to lift up to 80 pounds and comfortable visiting actual job sites about 50% of the time (without fear of heights)
- Must hear well enough to understand oral directions
- Must see to read forms, labels, directions, prints, and specifications

This job description and duties is subject to modifications. AUS is an Equal Opportunity Employer. We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation and any other legally protected status.