

Project Manager

Responsibilities Include, but are not limited to:

GENERAL

- Overall accountability to both Powell RYKA and client for all aspects of the project: schedule, Budget and Quality
- Training and development of assigned project engineers
- Monitor work load of assigned project engineer/s
- Attend monthly Cost/Status Update Meetings, provide timely and accurate cost information to keep Operations Team informed as to project progress for all projects and special problems, if any
- Review Owner/Architect requirements for potential risks
- Overall responsibility for project engineer and project administrator duties directly relating to each project
- Coordinate with Superintendent regarding field personnel and responsibilities
- Support and coordinate with superintendent on project requirements in the field

ESTIMATING

- Assist Estimator with pre-construction efforts; whether schematic, design documents or any stage of design plans and/or sales
- Assist bidding strategy for the project whether lump sum or negotiated
- Assist with bidders' list
- Confirm there is a complete Powell RYKA estimate for all trade scope of work
- Review General Conditions and Powell RYKA direct work pricing
- Review Assumptions & Exclusions
- Assist with facilitating bid day activities
- Assist with finding the "Advantage" in Lump Sum bidding
- Provide client service project estimates less than 100k



BUY OUT/SUBCONTRACTORS

- Provide all buy out and close down of contracts with subcontractors and vendors
- Set purchasing goals, both buyout goals and scheduling goals with team
- Monitor timeliness of purchasing for every project
- Review all Subcontractor Contracts and Vendor Purchase Orders for accuracy and completeness
- Review selected subcontractors with VP/Operations Team

CONTRACTS

- If necessary, Prepare or assist with preparing Owner/Powell RYKA contracts
- Confirm the contract properly covers all “business” issues of Powell RYKA’s proposal

PROJECT MANAGEMENT

- Meet project performance goals
- Attend all Project Start-Up Meetings
- Lead all OAC Meetings
- Assist project engineer in preparation of budget reports, project logs, reports and special studies
- Assist superintendent in preparation of schedules. Review with Superintendent and/or SPM / VP
- Responsible for Subcontract Administration
- Secure Owner’s timely approval of all contract changes, including Change Estimates, Change Orders, and Field Work Orders
- Minimizing “At Risk” work performed by Powell RYKA and our subcontractors
- Approve all overtime and extra work expenditures for subcontractors and Powell RYKA labor
- Responsible for Powell RYKA labor and material expenditures
- Mediate all subcontract/Powell RYKA disputes, keep VP/Operations Team informed and ask for assistance
- Assist in administering the Powell RYKA Safety Program as it pertains to assigned projects



ACCOUNTING

- Timely and accurate application for payment to the Owner per the Owner Contract
- Review, approve, and process subcontractor pay applications
- Review, approve, and process material and project invoices
- Process timely and accurate change orders and purchase orders to subcontractors and vendors
- Review and submit monthly Cost Reports for all projects in a timely manner

PROJECT CLOSE OUT

- Meet close out goals per the Owner Contract
- Administer project close out meeting with project team
- Evaluate Subcontractors and Vendor performance and review with Estimator and Operations Team

SALES/MARKETING

- Lead project team to achieve a best quality reference for each project team and each member of the team
- Assist in presentations for new work as required
- Participate in preparation of marketing materials and RFP responses as required