

James G. Davis (DAVIS) Construction

Project Manager

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The Project Manager is responsible for assisting the Project Management Team with the daily management and execution of the construction process. The Project Manager may manage small scale interior projects. This role will assist with safety management, quality, cost management, contracting, scheduling, estimating, bidding and contract administration function to ensure successful completion of the project, both timely and within budget.

ESSENTIAL DUTIES + RESPONSIBILITIES

Safety

- Enforce the DAVIS Safety program in accordance with DAVIS Policies and Processes, local, state, and federal laws to include all subcontractors
- Participate in and reports on safety walks
- Lead the development of project-specific safety plan and orientation process
- Obtain and maintain current certifications for First Aid, CPR and OSHA

Technical Knowledge

- Provide an operational support role in the project pre-construction services and bidding process to include preparing cost estimates, generating scopes of work, preparing preliminary schedule and site logistics as required
- Lead and / or participate in the development of DAVIS Bid or GMP Package to include proper development of trade scopes, solicit and review subcontractor and material supplier bids, comprehensive project schedule and any necessary bid clarifications for review and approval by senior staff
- Review and have an understanding of Owner contract terms to be aware of risks, review with senior level team members
- Develop and execute project buy-out strategy
- Develop and implement the project budget
- Negotiate and issue subcontract agreements, purchase orders, subcontractor submittal and RFI management, subcontract change orders, subcontractor schedule management, and subcontractor close out management
- Develop the detailed project construction schedule in coordination with Superintendent, subcontractors and suppliers; update the schedule on a timely basis, or as required by the project
- Responsible for preparation, tracking and controlling construction schedule, material status log, and associated costs to achieve completion of project on time and within budget
- Maintain a complete, current and accurate set of contract documents and “as-builts”; electronically post and update drawings with RFIs and submittals
- Lead and prepare change proposals, negotiate, execute, and issue change orders to subcontractors and others; prepare revisions to the budget, as a result of change orders
- Utilize subcontract terms and know how they apply to various situations on a project
- Track and obtain properly executed documents to include contracts, insurance certificates, bonds and other documents as required

- Lead project meetings, internal, owner or subcontract meetings, including preparation of the meeting agenda and supporting materials
- Maintain meeting notes and issue meeting minutes
- Execute a thorough review of submittals, shop drawings, and requests for information (RFI's), including coordination with contract documents
- Responsible for sustainability or LEED tracking
- Lead in the preparation of the Project Status Report (PSR) to include project safety reports; updating cost management items, schedule, and tracking document; identifying risk; and generating project photos
- Review, approve and code the subcontractor and vendor invoices
- Partner with DAVIS Superintendent in the development of site logistics and sequencing diagrams; create the documents using proper software systems
- Prepare monthly project owner invoicing as required including subcontractor invoicing reviews, material invoicing review, budget management
- Lead the management of project closeout process with preparing and completing the job close out check lists, punch list process, collecting and issuing project close out documentation
- Resolve financial closeout and possible owner, subcontractor and/or vendor disputes
- Ensure project progress photos are taken and saved onto server
- Perform other duties as assigned

Quality of Work

- Lead the implementation in collaboration with field and office operations staff, to utilize the DAVIS Quality Management system in the execution of the project, including creating and managing quality control and deficiency logs utilizing Latista, or similar software
- Using DAVIS standards, review and prepare proper submittals to comply with contract documents
- Lead the implementation of the budget / cost control process, change management process, invoicing process, Project Status Report process, schedule control and maintenance process in accordance with the DAVIS quality standards on a consistent basis
- Develop thorough scopes of work for each trade to ensure buy-out completeness
- Solicit, review and analyze bids from subcontractors and material suppliers for correct scope of work; assuring accuracy
- Ensure adherence to Best Practices; educate other team members

Commitment

- Perform responsibilities with excellence in service, integrity and building relationships as exemplified in DAVIS core values
- Take the necessary steps in following tasks through to completion
- Demonstrate involvement in DAVIS sponsored activities and industry-related events
- Participate with the retention and recruiting of current and future DAVIS employees
- Responsible for Project Engineer and Project Coordinator duties, as required to provide back up to office staff when key personnel are absent

Cooperativeness & Teamwork

- Team with DAVIS Superintendent to assist and / or lead the construction process for the duration of the project
- Actively participates and promotes a collaborative environment with owners, property managers, design team members, co-workers, subcontractors, vendors and other contractors to enhance effective communication
- Work well with others at all levels; fosters the spirit of cooperation to create a collaborative team environment

Communication

- Effectively communicate with DAVIS team, owners, architects, and subcontractors from preconstruction through project completion, including progress and any potential project impacts
- Develop strong relationships with project team through owners meeting, project meetings, internal, and / or subcontract meetings
- Actively develop and maintain business relationships with owners, architect / engineers and subcontractors for marketing
- Participate in presentations for potential projects, internal corporate initiatives, etc.
- Provide and use subcontractor qualification reports to assess subcontractor performance to provide project teams with strategic guidance

Problem Solving

- Identify and execute a proactive approach to solving project issues including supporting active research, coordination with other DAVIS resources, connecting with Subcontractor community as necessary to help foster creative solutions
- Write a fully coordinated RFI's that offer solutions and field information to the design team
- Implement solutions in a timely manner

Planning & Organization

- Manage task priorities and execute effectively
- Organize workflow, workspace, files and resources effectively
- Know the details of the project while maintaining a big picture outlook
- Plan for future tasks and projects

Timeliness

- Demonstrate sense of urgency related to project billing and change order execution
- Execute timely project start-up and closeout process, including completion list
- Fulfill attendance and commitment expectations
- Execute timeliness of project specific duties

Management & Leadership

- Supervise, mentor and assist Assistant Project Manager, Project Engineer, Project Manager I and Project Coordinator level positions, including reviewing their work, strengthening necessary job skills, communicating performance concerns, and providing resources in strengthening areas of development
- Conduct performance appraisals

DAVIS COMMON ATTRIBUTES

- **SAFETY** – Consistently works within DAVIS safety standards; promotes safety as a priority with coworkers, subcontractors and external clients
- **TEAM COLLABORATION** – Works effectively within their own team and across the organization; promotes team atmosphere and culture; has a positive, *can do* attitude
- **COMMITMENT TO QUALITY** – Applies DAVIS standards to produce high quality work on a consistent basis; produces work that is accurate and reliable, actively demonstrates excellence in service; builds and maintains integrity as a core function of their job and in their relationships with others
- **CHAMPIONS DAVIS BUSINESS** – Consistently markets DAVIS business within the scope of their job; actively seeks and / or supports new business opportunities; actively builds relationships and encourages others to do the same

KNOWLEDGE, EXPERIENCE + SPECIAL SKILLS

- Bachelor's Degree in Engineering, Construction Management, Architecture, or related field or equivalent construction experience
- Experience with commercial building construction
- Knowledge of principles and practices of engineering and construction project management, including safety standards
- Some sustainable building experience (such as LEED certified projects)
- Demonstrated ability to:
 - understand and learn technical systems and processes
 - show initiative, self-motivation, decision making and appropriate level of commitment to job
 - effectively manage and mentor team members
 - negotiate subcontract terms and conditions
- Decision making, research and analytical problem solving skills
- Time management with the ability to organize, assess and prioritize multiple tasks, projects, and demands, and to work independently
- Possess strong verbal and written communication skills, and interact effectively at all levels within the organization
- MS Office – Microsoft Word, Excel, Power Point and Outlook experience
- Project management and scheduling software experience (i.e. Primavera, MS Project, or other)
- Certifications for First Aid, CPR and OSHA 30-hour
- Minimum of four (4) years previous construction experience
- General Contracting experience
- Leadership in Energy and Environmental Design (LEED) certification desired