



Position Description

Position Title: Senior Project Manager

Reports To: Bob Crowder, VP of Construction

Classification: Full-time, Exempt

Summary

The Senior Project Manager position is responsible for the overall management and direction of Keystone Construction projects (plans, budgets, schedules, etc.) Maintains close contact with clients, consultants, and subcontractors on virtually any range of subjects related to construction. Senior Project Managers are required to make construction project decisions on behalf of the company including financial activity to ensure proper project completion. This position may need to be on-site for larger, complex projects. Senior Project Managers work closely with an estimator and project superintendent(s) and may participate in the conceptual development of a construction project and oversee its organization, scheduling and implementation. In the performance of this function, it is the Senior Project Manager's responsibility to protect and promote Keystone Construction's interests in all matters and to do whatever is reasonably necessary to carry out the position's duties and responsibilities. The Senior Project Manager is responsible for and will be held accountable for the timely completion of the project and ensuring that the project is constructed in strict accordance with plans, specifications, and local codes. The Senior Project Manager should lead by example and uphold the mission and values of Keystone.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee and provide guidance on projects to junior Project Managers and staff.
- Initiate and maintain liaison with owner(s) and other contacts to facilitate project activities.
- Control any number of projects at various stages of work.
- Review records of accounts and inputs entries into proper accounts.
- Work with superintendents to plan, organize, and direct activities of construction projects.
- Establish project objectives, policies, procedures, and performance standards within boundaries of company policy and contract specifications.
- Confer with superintendents on work procedures, complaints, and construction problems.
- Initiate and maintain liaison with owners and other contacts to facilitate project activities.
- Monitor and control project through administrative direction of on-site superintendent to ensure project is completed on schedule and within budget.
- Investigate potentially serious situations and implement corrective measures.
- Administer construction contracts and conducts periodic onsite observation of work during construction to monitor compliance with plans.
- Represent company in project meetings and attend strategy meetings.
- Direct activities of workers engaged in preparing drawings and specification documents.
- Work with contract administrator to manage financial aspects of contracts to protect company's interest and simultaneously maintain good relationship with the customer.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients.
- Formulate reports concerning work progress, costs, and scheduling.
- May requisition supplies and materials to complete project.

Non-Essential Functions and Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Other duties and activities may be assigned by senior management and essential functions are subject to change at any time with or without notice.

Position Requirements

This position requires a bachelor's degree in construction management, construction science, construction engineering, civil engineering, or a related field and at least ten years of project management experience in multi-family, mixed-use, urban high rise, hospital, and/or commercial construction. Competencies for this position include:

1. Previous experience leading a team.
2. Strong focus on safety.
3. Proven experience in construction project management.
4. Ability to successfully communicate internally and externally to meet project goals and timelines.
5. Demonstrated leadership skills.
6. Strong mathematical skills with practical application experience on construction job sites.
7. Teamwork orientation, with the ability to work independently and communicate updates to the team.
8. Strong time management and organizational skills.
9. Results oriented and solution focused mindset, demonstrating strong problem solving and analytic skills.
10. Experience with oversight of the financial management of construction projects.
11. Ability to perform all essential functions listed within the position description.
12. Must possess a valid driver's license and reliable transportation.

Position Preferences

Having a master's degree and/or at least fifteen years of construction project management experience in at least two of the following asset classes is preferred for this position: multi-family, mixed-use, retail, medical, hotel, high-rise, and/or educational construction projects. In addition, having successfully managed and completed many large-scale construction projects from beginning to end would be highly preferred for this position.

Work Environment

This is a full-time position that operates in a professional office environment and on job sites. While in the office, a senior project manager routinely uses standard office equipment, such as computers, phones, photocopiers, filing cabinets, and fax machines. While performing the on-site duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. This position is often performed in outside weather conditions.

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. A Senior Project Manager is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. A Senior Project Manager must frequently lift

and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Personal Work Relationships

Must have the ability to work well with other employees, as well as with the general public, while maintaining a positive attitude at all times.

Travel

Travel is required to job sites.

Supervisory Responsibilities

Directly supervises 2+ employees and consultants involved in each project. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

Notification

Keystone has made it a priority to meet with and hire from a diverse pool of candidates. Keystone is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.