



**JOB DESCRIPTION**  
**TITLE: Project Manager**

**Responsible To:** President  
**Staff Responsibilities:** Superintendent(s)

***Please no staffing firms or recruiters. Only candidates with relevant experience will be considered. No relocation offered.***

**Functional Summary:**

Provide organization to the project management process, beginning with a project's bidding/negotiating/estimating phase through close out. Manage the activities of Tyler 2 Superintendents, Carpenters and personnel assigned to their projects such that the end result is satisfied clients, quality product, a safe work environment and profitability consistent with the goals and objectives of Tyler 2's mission and vision. Create and maintain cooperative working relationships that will promote effective teamwork.

**Essential Characteristics:**

- ***Self-Starter*** that drives a project schedule
- ***Proactive Communicator*** that keeps superintendents and clients informed and engaged
- ***Cost Conscious Manager*** who actively manages project budget
- ***Efficient Multi-Tasker*** that can manage multiple projects simultaneously
- ***Capable Estimator*** who can interpret plans and develop accurate schedules and estimates
- ***Interior Upfit/Renovation Experience*** is required.  
***Corporate Office and Healthcare Construction Experience*** (medical office and acute care) and is preferred.  
***Shell Construction Experience*** is a plus.

**Duties & Responsibilities:**

A general listing of duties for this position are:

- Estimate project opportunities
  - Buy out of materials and subcontracts
  - Overall Project Scheduling utilizing MS Project Software
  - Construction meetings and correspondence
  - Project reporting systems (Job releases, change orders, job cost reports, punch lists, close out)
  - Project management utilizing Sage300 Software
  - Participate in sales and marketing process
  - Individual and team income and expense goals
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- Continuously serve as an advocate for our customer's interests. Champion understanding of the importance of meeting the needs and expectations of all prospects and customers.
  - Communicate and present ideas and information proactively, concisely, effectively and with integrity.



- Maintain contact with appropriate decision makers of past projects to determine their view of Tyler 2's performance and to generate future business.
- Maintain focus of Superintendents, carpenters and maintenance personnel.
- Create and maintain a cooperative working environment that fosters a high level of professionalism, teamwork and employee and subcontractor/supplier morale.
- Display responsible conduct that reflects positively on the company and encourages others to do the same.
- Actively listen to others and seek suggestions and ideas.
- Develop and maintain relationships with the field staff on a personal level for the purpose of being responsive to their needs; assist the President in identifying ways to develop and train field staff to operate at their fullest potential.
- Maintain working knowledge of estimating systems, current costing, scheduling systems, operating budgets, contractual agreements, company policies and procedures.
- Participate in the communication and promotion of quality at Tyler 2 with customers, suppliers, subcontractors, architects and designers.

**General Background:**

- Four year degree in business, construction or engineering studies or equivalent construction work experience.

**Skills and Requirements:**

- Construction management and supervisory skills.
- Exceptional written and oral presentation skills.
- Reputation for high ethical standards.
- Visible sense of humor.
- Good negotiating skills.
- Ability to interact with variety of individuals with diverse educational, cultural and geographic backgrounds.
- Valid drivers license with a good driving record.

**What Tyler 2 Offers:**

- 35-year history in commercial construction with a strong reputation and a fun team of skilled professionals
- Established relationships with long-time repeat clients
- Ability to service client base and market without extensive travel
- Excellent work-life balance
- Competitive base salary compensation
- Company paid employee health benefits and elective benefits that include dental, vision, disability, life, and 401-K with company match

***Job description is not finite and is open to additional duties consistent with the Tyler 2 Construction teamwork concept.***