



JOB DESCRIPTION
TITLE: Project Manager

Responsible To: President
Staff Responsibilities: Superintendent(s)

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
- **Healthcare Construction Experience** (medical office and acute care) and **CM at Risk Experience** 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.

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