

1. Specification

- 1.1. Responsible for risk management of contract related to all aspects of construction, schedule, safety, etc.
- 1.2. Coordinate, directs, supervises and controls all aspects of assigned projects from conceptual design through construction, making detailed plans to accomplish goals and directing the integration of technical activities.
- 1.3. Consult or negotiate with Architect, Engineers, Owners Representatives, General Contractors and relevant stakeholders to prepare and execute project specifications and ensure contractual compliance.
- 1.4. Present and explain proposals, reports, and cost estimates or findings internally or to clients.
- 1.5. Direct, review, and approve product design and changes based on best practices, value engineering and/or contractual requirements.
- 1.6. Perform administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules, and making decisions about the purchase of materials or services.
- 1.7. Prepare budgets, bids, and contracts, and direct the negotiation of research contracts.
- 1.8. Confer with management, production, or marketing staff to discuss project specifications or procedures.
- 1.9. Review and recommend or approve contracts and cost estimates.
- 1.10. Must possess a “muddy boots” attitude and be willing to get involved and push things through to completion when and where required. Have the ability to be in both a leading and supporting role as the situation dictates.
- 1.11. Ability to read shop drawings, existing architectural, civil/structural drawings, and related drawings.
- 1.12. Experience in fabrication a plus.
- 1.13. Must have experience in construction.
- 1.14. Must have a strong working knowledge of IBC, AISC, ASTM, codes, permits and general construction and fabrication specifications and national standards. Knowledge of FAR and similar a plus.
- 1.15. PM will prosecute account, sales and marketing functions to increase sales and revenue and develop future leads from existing customers.
- 1.16. Performance evaluation and review annual.

2. Responsibilities

- 2.1. Customer relationship and satisfaction management.
- 2.2. Oversee job management from handoff to final payment, review and approval of site plans for zoning, permitting and construction. Ensure the most economical and best construction practices are utilized.
- 2.3. Prepare bid documents, coordinate contractor bidding and awarding of work, conduct bid walks, preconstruction meetings, and ongoing job meetings as required by contractual agreements.
- 2.4. Define the construction sequence for BGI scope of work and develop, control and maintain in CPM schedule format the project schedule.
- 2.5. Coordination with general contractor, preceding and adjacent trades all BGI scope of work.
- 2.6. Notify the customer within 24 hours of any impacts to project schedule or costs.
- 2.7. Understand and implement submittals, notifications and COR's in a timely fashion as dictated by contractual requirements.
- 2.8. Coordinate installations through in house installation department or sub-contractors as required.
- 2.9. Database and milestone updates within internal proprietary system as well as maintain reporting requirements in client's proprietary system.
- 2.10. Ensure quality construction standards and adherence to contract requirements and project plans.
- 2.11. Resolution on all outstanding project issues including all punch-list items within 30 days of substantial completion.
- 2.12. Issue and monitor Bunting HASP and safety process of contractors, compliance with all job site safety regulations.
- 2.13. Oversee completion of closeout documentation, final billing documentation and cost analysis of completed projects.
- 2.14. PM's will execute all assigned jobs.
- 2.15. PM's will become experts with regard to all product and account specifications and pricing, to which they are assigned.
- 2.16. PM's are responsible for all aspects of job from inception to collection.
- 2.17. PM's will learn to forecast and deliver upon projections under the guidance of the AM and SPM.

- 2.18. PM's to execute releases for work according to internal processes and meet all reporting requirements both internal and external.
- 2.19. PM's will possess, maintain and develop proficiency with processes and maintain a minimum 80th percentile in training assessments.
- 2.20. PM will participate in onboarding process that includes shop time to watch and learn process(s) for fabrication.
- 2.21. Participate in quarterly process improvement reviews.
- 2.22. PM will spend time in the field seeing product installed to understand what the real process is and what the challenges can arise.
- 2.23. PM will travel as required to oversee progress of projects and maintain customer relationships and/or manage assigned Field Supervisors in the same capacity.
- 2.24. Understand structural calculations for loads and stresses; exhibit proficiency for use of structural calculations and analysis if required for the execution of the work.

3. Technology

- 3.1. Computer aided design CAD software — Autodesk AutoCAD software; AutoDesk Inventor CAD software; BIM Modeling
- 3.2. Enterprise resource planning ERP software —FileMaker a Plus
- 3.3. Project management software —Primavera Sure Track software
- 3.4. Word processing software — Microsoft Word; MS Office Suite

4. Qualifications

- 4.1. Training
 - 4.1.1. Supervisory or Management training courses.
 - 4.1.2. OSHA Training (10 hour)
 - 4.2. Education
 - 4.2.1. 4 year degree in a civil engineering, mechanical engineering, manufacturing engineering, construction management or construction related field, or equivalent work experience
 - 4.2.2. Post graduate degree a plus
 - 4.3. Experience & Job Training
 - 4.3.1. Minimum of 3-5 years project management experience
 - 4.3.2. Working knowledge of structural engineering processes
 - 4.3.3. Working knowledge of construction/installation processes
- REV. 3