



GREENFIRE

GREENFIRE MANAGEMENT SERVICES, LLC

Job Description – Project Manager

1.0 JOB OVERVIEW

- 1.1 The Project Manager for Greenfire Management Services, LLC (GMS) is responsible for successfully managing projects that will return the required profit to the company.
- 1.2 Is responsible for overall management of assigned projects from pre-construction activities to the final acceptance and payment with sales and estimating responsibilities.
- 1.3 Establishes the job requirements of the team assigned to the project and monitors their performance.
- 1.4 Recommends or takes action to solve all issues that will delay the completion date, have a negative financial impact or would result in poor quality.
- 1.5 Is responsible for development and maintenance of a high level of communication, coordination and cooperation throughout GMS and its Affiliates.

2.0 ESSENTIAL FUNCTIONS

- 2.1 Is the sole individual responsible for the successful completion of the assigned project.
- 2.2 Plans and coordinates the timely and profitable completion of all assigned projects.
- 2.3 Ensures that all activities are conducted in a prudent and ethical manner.
- 2.4 Produces and maintains accurate and timely records of the project.
- 2.5 Develops and maintains project schedule with the Field Superintendent and is ultimately responsible for meeting established schedule deadlines.
- 2.6 Oversees overall project quality. Ensures project is built per plans and specifications.
- 2.7 Pro-actively addresses quality issues identified in plans and specifications.
- 2.8 Reviews, submits and documents approval of all required shop drawings, samples, mock-ups, etc.
- 2.9 Is responsible for the financial success of the project.
- 2.10 Is responsible for complete customer satisfaction.
- 2.11 Is responsible for identifying sales opportunities and performing assigned sales related tasks.
- 2.12 Anticipates issues and takes action to eliminate or minimize their effects.
- 2.13 Ensures there are no avoidable penalties, citations or fines.

3.0 REPORTING RELATIONSHIPS

- 3.1 This position reports directly to the Director of Operations.



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4.0 PREFERRED REQUIREMENTS

- 4.1 Requires a BS in a related field, construction management, engineering, etc or 10 years of experience in the construction industry.
- 4.2 The mental capacity for spatial comprehension is mandatory. The language is English in speech. Must have the ability to be able to read and understand contract documents.
- 4.3 Physical requirements include sitting, standing and walking. The sitting includes PC efforts, meetings, reviewing drawings and calculator functions. The standing required is both inside a building and on field inspections. The walking includes inside the office and on job sites. This position requires manual dexterity of the hands and the normal bending and twisting associated with desk operations.
- 4.4 Requires the ability to guide, direct and coordinate the work of multiple activities at the same time. Excellent organizational skills, ability to plan projects and jobs, prioritize work and meet deadlines. Must be a dynamic individual who is client-oriented while keeping the company's interests in mind.
- 4.5 Must be able to pass company drug tests and comply with company drug policies.
- 4.6 Must hold a valid license to operate a motor vehicle in the state of Wisconsin.
- 4.7 If operating a personal vehicle, must maintain insurance as required by GMS.

5.0 WORKING CONDITIONS

- 5.1 Work will be split between a climate controlled office environment and the outside.
- 5.2 Occasionally meetings with clients, prospective clients, vendors, etc. may occur off site, which will require driving in any and all types of weather.
- 5.3 Normal work hours range from eight to ten hours per day, five days per week.
- 5.4 Occasionally, early morning, after hours, and weekend commitments may be necessary.

6.0 DUTIES AND TASKS

- 6.1 Performs the following Sales duties:
 - 6.1.1 Actively seeks new opportunities for work.
 - 6.1.2 Maintains a regular list of contacts for possible future work.
 - 6.1.3 Completes assigned tasks to support sales efforts.
 - 6.1.4 Participates in interview and RFP process for new work.
- 6.2 Performs the following bidding duties:
 - 6.2.1 Assists estimating with bidding for future assigned projects.
 - 6.2.2 Develops a thorough understanding of the details of the project.
 - 6.2.3 Works with estimating to develop a list of subcontractors interested in bidding a project.
 - 6.2.4 Contacts subcontractors to solicit interest in a project being bid.



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- 6.2.5 Reviews final plans and estimate with estimator prior to submission.
- 6.3 Performs the following project administration duties:
 - 6.3.1 Responsible for the profitable on-time completion of the project.
 - 6.3.2 Commits lowest qualified subcontract bid to a contract as quickly as possible.
 - 6.3.3 Manages project buy-outs, finalizes and issues subcontract and purchase order agreements in a timely manner.
 - 6.3.4 Investigates subcontractor qualifications and capacity prior to awarding work.
 - 6.3.5 Verifies that the subcontractors have signed all agreements and forms before work has commenced.
 - 6.3.6 Creates a project setup for cost accounting.
 - 6.3.7 Confirms that all the required bonds, insurance certificates, government licenses, and permits for each project have been applied for or obtained.
 - 6.3.8 Follows-up as required to assure the timely delivery of all materials and supplies, writing of sub agreements for the subcontractors, and their materials and work.
 - 6.3.9 Ensures that packing slips, invoices and receipts are properly coded and reviewed for accuracy.
 - 6.3.10 Prepares and approves all budget adjustments.
 - 6.3.11 Is responsible for coordinating pre-construction meetings, weekly on-site meetings and pre-installation meetings.
 - 6.3.12 Conducts job set-up meeting with all required parties including subcontractors.
 - 6.3.13 Creates the project schedule, presents it to subcontractors and owner, and enforces it.
 - 6.3.14 Reviews schedule with the superintendent weekly and takes required corrective action as needed to maintain schedule.
 - 6.3.15 Reviews all project job files and keeps current on all communications such as; memos, schedules, invoices, shop drawings, purchase orders, etc.
 - 6.3.16 Reviews all schedule changes with the superintendent to determine if an issue exists as to the scheduled completion date.
 - 6.3.17 Visits the project site to visually confirm the job conditions.
 - 6.3.18 Conducts on-site project meetings on a regular basis.
 - 6.3.19 Corresponds with the owner, architect and consultants on issues, ideas and concerns throughout the project.
 - 6.3.20 Is responsible for the total project budget.
 - 6.3.21 Resolves any issues that cannot be solved by the superintendent or other project team member.
 - 6.3.22 Negotiates and resolves disputes between subcontractors.
 - 6.3.23 Ensures work is performed under safe conditions, materials meet company and contract standards and that company quality standards are met.



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- 6.3.24 Responsible for the timely and accurate completion of all required monthly project manager review reports.
- 6.3.25 Assists the office in obtaining timely payment of monthly invoices as requested.
- 6.3.26 Creates, reviews, negotiates, and works with project team to process the following project documents:
 - 6.3.26.1 Meeting minutes
 - 6.3.26.2 Owner change orders including budget adjustments
 - 6.3.26.3 Codes Owner change orders into project
 - 6.3.26.4 Subcontractor and supplier change orders including budget adjustments
 - 6.3.26.5 Requests for information
- 6.3.27 Reviews, approves, coordinates, and works with project team to process the following project documents:
 - 6.3.27.1 Shop drawings / mock-up approval
 - 6.3.27.2 Coordinates and documents pre-installation meeting for all major divisions of work
 - 6.3.27.3 Design clarifications/project supplements
 - 6.3.27.4 Safety inspection reports
 - 6.3.27.5 Subcontractor and supplier billings
 - 6.3.27.6 Owner draw requests
 - 6.3.27.7 Profit analysis – cost to complete projections
 - 6.3.27.8 Project revenue and fee
 - 6.3.27.9 Must additionally be prepared to discuss all aspects of the project
- 6.3.28 Performs the following project closeout duties
 - 6.3.28.1 Attends all walk through with the Owner and Architect to prepare the punch list.
 - 6.3.28.2 Works with project team to collect all required project closeout information and presents documents to the Owner.
 - 6.3.28.3 Verifies and tracks all punch list work is completed and obtains Owner and Architect sign-off on completed items.
- 6.3.29 Performs the following Customer relations duties:
 - 6.3.29.1 Contacts Owner 6 months after project completion to check on satisfaction level.
 - 6.3.29.2 Participates in 11-month warranty walkthrough of project to identify any outstanding issues.
 - 6.3.29.3 Follows through on any required warranty issues.
 - 6.3.29.4 Follows through on any customer complaints in a timely and positive manner.
 - 6.3.29.5 Documents all warranty issues or any customer complaints for the job file.



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- 6.4 Remains updated on construction industry events and trends to ensure competitiveness.
- 6.5 Will be required to attend early or late meetings [before/after hours].
- 6.6 Maintains a positive and professional attitude.
- 6.7 Entertains clients and potential new customers as approved by the Director of Operations.
- 6.8 Performs any other duties, tasks or special projects that may be assigned by the Director of Operations.

7.0 STANDARDS OF PERFORMANCE

- 7.1 Has provided total customer satisfaction on all assigned projects – obtained owner letter of recommendation at the end of the project.
- 7.2 Has ensured the company was not cited or fined by any regulatory agency or customer for failure to comply with their mandates.
- 7.3 Has maintained a smooth flow of work from pre-construction to final customer acceptance and payment.
- 7.4 Has successfully identified and pursued sales opportunities.
- 7.5 Has maintained a positive and professional attitude.
- 7.6 Has completed all jobs at or below the budgeted figures.
- 7.7 Has completed all projects to meet scheduled deadlines.
- 7.8 Has completed all reports accurately, and on time.
- 7.9 Has attempted to resolve issues related to the project before presenting them to the Director of Operations.
 - 7.9.1 Any unresolved issue was presented with a complete history and a suggested solution to the Director of Operations.
- 7.10 Has attended all meetings as scheduled or as required.
- 7.11 Has ensured the project team was provided with the latest updated prints and pertinent project information necessary to perform duties.
- 7.12 Has completed project punch list and close-out - 100%.
- 7.13 Has followed up on reported warranty issues in a prompt and proactive manner.
- 7.14 Has presented the office with timely information enabling the processing of invoices.
- 7.15 Has maintained a high degree of cooperation, communication and coordination with management and all other employees and departments in the company.
- 7.16 Has met or exceeded revenue and gross profit goals.

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that management retains the right to amend this job description as necessary and will inform me verbally and in writing of any changes.



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Employee: _____

Date: _____

Supervisor: _____

Date: _____