



TITLE: Project Manager

JOB SUMMARY: PM manages the full scope of Wolf Construction projects and is ultimately responsible for project success. PM serves as primary point of contact to general contractors, provides tactical expertise to foremen and field personnel. PM represents Wolf Construction to its employees, customers and vendors in a manner that reflects well on the company.

REPORTING:

- Reports to: President/CEO and General Manager
- Direct Reports: Assistant Project Manager, Project Engineer, Superintendents, Foremen and Crew Leads
- Indirect Reports: Carpenters and Laborers

KEY RESPONSIBILITIES:

- Maintains project budget and directs activities to correct variances
- Participates in contract review, scope review, pre-project requirements and existing conditions for awarded projects
- Helps secure, negotiate, and write contracts with subcontractors
- Verifies that company employees and subcontractors are performing on time, according to the contract requirements, and producing quality work
- Serves as primary contact point for General Contractors on projects
- Provides leadership and tactical expertise to superintendent, foremen, and field staff
- Responsible for verifying, approving and processing paperwork specific to the project including: pay applications, subcontractors pay applications, change orders, back charges, and payable statements
- Works with field staff to minimize and complete punch lists and pass inspections; is ultimately responsible for project quality
- Participates in Project Management meetings and provides input to overall direction of company
- Works with leadership, other project managers, or divisions of Wolf to allocate manpower and equipment
- Manages multiple projects simultaneously, amount will vary by overall workload, size of projects, locations of projects, and magnitude of the scope of work
- Enforces safety procedures of field staff and subcontractors based on company policy, site specific safety plans, and OSHA rules and regulations
- Coordinates assignments and dispatches work orders to the subcontractors and employees, and adjusts work as needed
- Participates in weekly manpower meeting
- Handles complaints and conflicts from customers, General Contractors, subcontractors, and employees and works to full resolution

KEY SKILLS:

- Effective communication skills – verbal and written
- Capacity to resolve conflict in a way that reflects well on the company
- Known leadership abilities
- Ability to read and understand blueprints, drawings, specifications, layouts, and other construction documents
- Ability to negotiate contracts
- Ability to understand project cost build ups and profitability reports
- Able to use Microsoft Office Work Suite – Primarily Word and Excel
- Able to climb ladders and inspect work from heights, such as scaffolding, forklifts equipped with baskets, and on multiple story buildings
- Ability to read tape measure to the nearest inch, half inch, quarter inch, and one-eighth inch marks
- Conceptually understands job starts and has the ability square up, layout, and detail a building for crews to build on



PRIVILEGES / AUTHORIZATIONS:

- Assigned Company Vehicle (allocated for work use and reasonable amount of personal use)
- Fuel Card (reasonable amount of fuel for personal use)
- Company provided cell phone (reasonable amount for personal use)
- Office space (may be shared space) and designated computer (laptop or desktop)
- Limited access to accounting files (both digital and hard copy)
- Access to project drives and files (both digital and hard copy)
- Access to tool cages and storage rooms
- Authorized to make purchases on company accounts and credit cards
- Authorized to schedule deliveries

WORKING CONDITIONS:

- 30% of time is spent working at job sites. Some driving and flying will be required. Valid driver's license is required.
- Environmental /Sensory: The Project Manager must work outside in all different weather conditions including extreme cold and extreme heat. May be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and /or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation and infection.
- Mental: (conditions that may lead to mental or emotional fatigue) The Project Manager must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

PHYSICAL:

- Job can be physically strenuous and demanding at times
- Job requires sitting, standing, bending, stretching, reaching, and twisting
- Job requires ability to climb ladders for heights of up to 60 feet, and crawl for distances of 50 feet

HAZARDS:

- Normal hazards associated with construction environment
- Normal hazards associated with office environment

COMPENSATION:

- Salary - \$60,000 - \$85,000 / commensurate with experience
- Paid Time Off program
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Office Rate
- Dental, Vision, and Disability Insurance Plans – Payroll Deduct
- Life Insurance – base policy w/ option to payroll deduct additional amounts