

### **Position Description – Construction Project Manager**

The successful candidate must possess the skill and experience to profitably manage large commercial, industrial and institutional building construction projects while ensuring the contract documents are being followed and project is proceeding on schedule and within budget. He/she must have a thorough knowledge and understanding of working in remote areas of Alaska and must possess expertise in cold climate construction methodology. He/she must be able to organize, manage and participate in all phases of the project from estimate through final completion.

### **Primary Responsibilities**

- Thoroughly understand the plans, specifications, prime contract and subcontracts to effectively manage the work process.
- Provide overall management of the project including estimating, negotiation, subcontracting, buyout, financial management and closeout.
- Organize and conduct project coordination meetings between the Owner, Contractor, Subcontractors and Design Professionals with the purpose of identifying and documenting areas of change and resolving conflict.
- Establish and verify that contractual requirements are being met (CQC, HSE, LEED, etc).
- Document and manage changes in the work to ensure the interests of all stakeholders in the project are met.
- Thoroughly understand the financial position of the project, ensuring accurate financial reporting and course corrections are implemented if required.
- Provide mentoring to assist in the development of other members of the project team.
- Participate in proposal writing and bid preparation.

### **Essential Skills and Attributes**

- Able to communicate in a concise and logical manner (verbal and written)
- Possess good planning and organizational skills
- Detail oriented
- Able to work with little supervision
- Professional appearance and manner
- Able to manage job site and office staff
- Able to negotiate effectively
- Able to work under pressure and coordinate numerous activities
- A track record of successfully executing projects on schedule and within budget
- A demonstrated understanding of construction means and methods
- A strong working knowledge of civil, architectural, mechanical and electrical work
- A high level of proficiency with Excel, Word, Email and project management software
- Able to evaluate value-engineering options and constructability issues
- Able to establish and maintain project schedules using Primavera software
- Able to identify problems and facilitate solutions

### **Education and Experience**

Bachelor's degree in construction management, engineering or architecture plus five to ten years related work experience. Additional work experience may be substituted for degree.