



Project Manager for the Retail Construction Industry

Summary

Project Managers are responsible for the overall management of construction projects, including project planning and scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with quality standards. The project manager responsibilities span a broad spectrum, covering all the areas of project management, include project planning, cost management, time management, quality management, contract administration, and safety management. They ensure that all time, cost, spec book, blueprint, paperwork, and corporate and customer requirements are met. They generate competitive bids. Project managers work with contract administrators and superintendents and maintain the relationship with the customer.

Responsibilities/Duties

- Coordinates the interrelating activities of subcontractors, suppliers, architects, vendors and customers.
- Coordinates design and engineering efforts; monitors and reports on financial status of projects and is responsible for subcontract and contract administration.
- Ensures project completion to client's requirements.
- Ensures compliance with all regulatory requirements.
- Responsible for estimating efforts relative to projects.
- Responsible for entire proposal preparation effort.
- Develops job progress schedule to ensure that actual construction parallels with the schedule.
- Purchases and monitors the delivery of all needed materials for projects, ensuring optimum prices, quality and conformance to specifications.
- Negotiates contracts with subcontractors and vendors for various trades, ensuring that all phases of the work are encompassed and that a clear definition of work responsibility is defined.
- Manages project accounting functions including managing the budget, tracking expenses, and minimizing exposure and risk in the project
- Reviews and approves subcontractor and vendor payment requests; issues changes in the work to receive prices from subcontractors in a timely fashion.
- Works with design and engineering managers to ensure projects are designed, procured, and constructed within the boundaries of operating guidelines, while conforming to technical requirements and ensuring customer satisfaction.
- Visits job sites as needed to review progress and quality of work.
- Prepares various reports to successfully manage the projects, such as progress analysis/schedules, billings and status reports.
- Organizes and maintains job files to ensure continuity of work flow.
- Submits verbal and written reports on project status to management.
- Promote and implement safety program and quality management systems.
- Issues appropriate change orders to subcontractors and customers.
- Reviews shop drawings and submittals to ensure compliance with scope of work.



- May supervise Assistant Project Managers; may include training employees, planning, assigning, and directing work, addressing complaints, and resolving problems.

Work Environment

- Frequently in a normal office environment where noise level is moderate and temperature/humidity is controlled
- Occasionally exposed to outside weather conditions, wet and/or humid conditions, and moving mechanical parts
- Occasional exposure to high, precarious places, fumes or airborne particles, extreme cold and/or heat, risk of electrical shock, explosives and vibrations
- Noise level on the job site is normally moderate to loud
- Overtime will be required
- Travel will be required

Qualifications/Skills

- Bachelor's degree from four-year college or university; or minimum five years related experience and/or training; or equivalent combination of education and experience.
- Supervisory experience (personnel and subcontractors); ability to lead a team.
- Computer skills, to include word processing, spreadsheet, e-mail applications, and estimating software
- Ability to interpret a variety of instructions furnished in written, oral, or other forms
- Ability to read, analyze and interpret documents such as blueprints, safety manuals, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to communicate effectively with employees, managers, inspectors, landlord representatives and clients ability to effectively present information and respond to questions from employees, managers, clients, customers and the general public
- Ability to develop, interpret and understand complex financial information.
- Ability to solve practical problems, deal with a variety of variables, and develop options when challenges arise
- Ability to interpret a variety of instructions furnished in written, oral, or other forms

Military Experience that Translates to Project Manager Tasks

- Senior NCOs and officers
- Supervisory & delegation skills
- Required travel/working onsite at job sites
- Ability to multi-task and stay on schedule
- Understand authority and how to get things done with challenging personalities
- Work within difficult circumstances and conditions
- Attention to detail
- Prioritizing issues as they arise to maintain the best outcomes



Expected Steps to Transition from Military Environment to Project Manager Role

- Participating in the appropriate GC orientation session(s) with the selected contractors
- Shadowing under the appropriate GC project managers that are skilled at helping others learn
- Industry training (blueprints, specifications, specialized software applications)
- Orientation to trades on constructions projects (electrical, HVAC, plumbing etc.) and union labor contract agreements where applicable- this is a skill set somewhat different that what a typical soldier may have experienced
- Learning the life cycle of a construction project
- Familiarity with OSHA rules and regulations
- Familiarity with company policies and practices
- Subcontracting requirements
- Anticipate 1-3 job internship depending on ability to grasp and being comfortable to run solo