

PROJECT MANAGER ESSENTIAL FUNCTIONS:

Project Manager is responsible for planning and supervising a wide range of construction projects from preconstruction to closeout ensuring all projects are completed on time, on budget, and in an efficient manner. The Project manager is well-versed in all construction methodologies and procedures and coordinates a team of professionals of different disciplines to achieve the best results. The Project Manger leads a collaborative construction services process to ensure client satisfaction on all levels.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Owns all aspects of each project from conception to completion ensuring each project is set up from success drives progress through final walk though
- Partners with Project Director to conduct effective preconstruction efforts to ensure all aspects of project are addressed prior to mobilization and throughout construction process. Assists Project Director in subcontractor selection for bid purposes
- Facilitates all aspects of preconstruction including completing and submitting RFI's, submittals, and customer selections needed to complete contracted scope
- Has full comprehension of the plans, specifications, and scope of each project and communicates any discrepancies or potential issues with Project Director
 - Reviews and understands client contract with special attention to project milestones
 - Attends project kick-off meeting scheduled by Project Director
 - Conducts a pre-con scope walk with the Superintendent to identify site plan and execute proper site set up
 - Provides updated budget worksheet in all project reviews scheduled by the Construction Manager
 - Schedule and complete internal project closeout meeting
- Chairs weekly Owner / Architect / Contractor (OAC) meetings as required to manage client expectations and communicate status of ongoing project activities, financials, and document control
- Creates a master schedule for each project and build initial 3-week look ahead schedule with superintendent. Partner with superintendent to maintain project timeline
- Secures project resources in the most cost-effective manner and ensure they are on site at the appropriate time
- Completes subcontractor buyout by defining subcontractor scope and execute proper subcontractor agreements per Spyder guidelines and standards
- Partners with Superintendent to manage subcontractors verifying they are supplying adequate resources to meet contract requirements and completing work as defined by the subcontract agreement
- Obtains building permits as required and follow all government guidelines for each permit and project
- Owns and manages and the project's budget worksheet throughout the duration of the project. Monitors all construction costs and financial projections. Protects the project from margin fade and communicates changes to budget to Project Director
- Updates budget accordingly when change orders have been signed and approved



- Partners with accounting to ensure all vendor invoices are reflected in the construction cost projections. Approve or reject invoices as appropriate to ensure that vendors are paid on time of for work completed
- Communicates the status of each project in weekly updates to the project team and customer. Reports status of each project in weekly Spyder Production Meeting
- Adheres to all OSHA and environmental regulations
- Completes quality control and site safety inspections with Superintendent ensuring project work meets the highest standards of workmanship based on Spyder standards
- Establishes and fosters positive long-term relationships with new and existing clients as well as subcontractors across our vendor network

SUCCESSFUL PROJECT MANAGERS AT SPYDER CONSTRUCTION ARE:

- Representatives of the company's high standards of quality
- Hardworking and proactive problem solvers who conduct themselves with a high degree of maturity and professionalism
- Aware and in control of the financial implications for the projects they manage
- Able to remove roadblocks, and adapt & overcome when presented with challenges
- Effectively manage the moving parts involved with each project and drive each project towards completion