

Project Manager

Wage range: \$40-\$50/hr depending on experience

Reports To: President and Vice President

Coordinates with: Operations Staff; Site Superintendents; Carpenters; Apprentices; and Laborers.

Stillwater Design Build is a locally owned and growing residential construction firm. We are seeking to hire a Project Manager for a supervisory role. This is either an Intermediate or Senior position, depending upon experience. A background in residential or commercial construction project management is required. We are seeking an ambitious professional for a fast-paced environment. A commitment to being a team player is essential. Successful candidates will be comfortable communicating with clients, staff and vendors by phone and email.

Job Summary

The Project Manager is responsible for the effective execution of any project under their supervision. This position oversees all aspects of the project including client care, tendering, contracting, coordination, technical support, quality control, safety, scheduling, and budgeting.

The Project Manager works directly with the President of Stillwater, the Construction Manager, and the Site Superintendents. The successful candidate will ensure cohesion and harmony within the project team while maintaining a focus on project success. As part of the management team, the Project Manager will provide key input and support to company advancements and success. If directed to, the Project Manager may provide administrative oversight on company software platforms and initiatives.

Roles and Responsibilities

At Stillwater, the roles and responsibilities of a Project Manager for residential construction projects include, but are not limited to, the following:

Client/Regulator Liaison; Beginning with early-stage conversations with the Client, the Project Manager (PM) will work to understand and bridge any gaps between expectations, budget, and timelines in order to complete the desired build (the Project). Strong verbal/written communication is required to facilitate the necessary discussions with Clients and Regulators to move the project from the conceptual stage to building permit approval. Often, the PM is required to work directly with the Client's architect/designer to provide input into the design and will take the lead on submitting the building permit application. The PM will liaise directly with the approving regulatory body for planned inspections and questions that may arise during the course of the project work. The PM is also responsible for administering the necessary Client contracts and Home Warranty application to initiate the Project.

Budget Development and Updates; Once the Client has a strong understanding of what they would like to build, the PM will develop a preliminary budget using Stillwater's project management software. The preliminary budget provides a high-level cost assessment that the Client can review to make sure it aligns with their expectations. As the project design advances with structural engineering input, the PM will engage with various Contractors/Sub-trades, as required, to refine the budget. The final budget will be presented to the Client in a suitable Stillwater template format, consistent with company documents (i.e., PDF, Excel).

Contractor/Sub-trade/Employee Liaison; In the early stages of the Project, the PM is responsible for retaining appropriate and qualified contractors (i.e., interior designer, structural engineer, etc.) and sub-trades (i.e., plumber, electrician, etc.) who will participate in the build. In the course of the build, the PM will communicate directly with Contractor/Sub-trades on budgets and invoicing, scheduling of work, quality control, planned inspections, etc. Additionally, the PM will work with the Construction Manager to develop a construction team for the build, and will be the health and safety point of contact.

Scheduling of Work; The PM is responsible for setting and updating the project master schedule (i.e. Gantt chart or other scheduling tool), and will coordinate with the Construction Manager to schedule employees and sub-trades to carry out the work.

Material Orders; The PM is responsible for working with the Construction Manager and/or Lead Carpenter to develop accurate material take offs and place orders. Material order deliveries will be accepted and accounted for either directly by the PM, or by the Construction Manager or site employee as delegated by the PM.

Cost Tracking; During the course of the Project, the PM will note Client changes that may impact the budget, issue change orders for approval, review Contractors/Sub-trade invoices, update the project budget on a monthly basis, and identify cost trends.

Project Closure/Completion; Upon completion of the Project, the PM will carry out a final walk-through with the Client to identify any issues/deficiencies that need to be resolved prior to issuing the final paperwork for the Home Warranty and final building permit inspection. The Home Warranty checklist must be signed by the clients and will be filed with the warranty provider.

Qualifications

- Minimum 10 years in the construction industry preferred
- Minimum 5 years project management experience
- Strong written and conversational communication skills
- Proficient with Microsoft Office
- Strong site safety knowledge
- Strong leadership and mentoring capabilities
- Superior organizational skills
- Self-motivated and self-starter

- Able to maintain professionalism and composure in difficult, emotional, or high-stress situations
- Strong problem-solving skills
- Motivated in the pursuit of personal growth and growth of the team
- Benefits from leadership training
- Benefits from project management training