



## PROJECT MANAGER | MULTI-FAMILY CONSTRUCTION | RETAINED SEARCH

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### POSITION – Project Manager

As a Project Manager you will be assigned to one or more projects (depending upon need and size of projects). You will report to one or more of the following: Senior Project Manager and/or Project Executive.

### RESPONSIBILITIES

- Safety, make sure our site is a safe site and compliant with Cal-OSHA or OSHA.
- Quality, ensure the project Quality meets or exceeds owner expectations along with along plan and specification requirements.
- Schedule, ensure the project is completed per our schedule in the Owner Contract.
- Take direction from the Senior Project Manager, who is overseeing project(s) to which you are assigned.
- Work with subcontractors to obtain proposals and help define/clarify scopes of work to review and organize the project schedule and assure project completion on schedule to assure subcontractors provide enough manpower to complete the project on schedule.

To encourage subcontractors to complete their work quickly and according to specifications to assure all site personnel are following all safety protocols, including OSHA, Cal OSHA and all applicable safety standards

- Verify completed work by subcontractors who are submitting invoices.
- Collect and code invoices for draw submittal.
- Review and advise the Senior Project Manager on all costs that are no included in the base contract with the project owner and/or the applicable subcontracts.
- Costs: Oversee budget to ensure the project(s) stay within budget parameters. Ensure the project budgets is carefully managed and adhered to.
- Participate in weekly site meetings and join in monthly draw meetings.
- Track completed work at assigned project(s) using Microsoft Project software.

- Communicate with site management as to progress of work and notices.
- Work with suppliers to order needed supplies (using purchase order numbers) follow-up on order materials
- Work with the staff to ensure that all subcontractors have current insurance certificates o follow-up on needed items for assigned project(s)
- Complete subcontracts and scope when requested, forward contracts to SPM for review and signature.
- Provide a weekly updated project status report on projects you are assigned by Monday of each week.
- Assist in preparation of Close-out Manuals.

### **Key points**

- Client Satisfaction – keep the client happy
  - Communication – communicate with all parties daily as needed
  - Leadership – you are the leader of your job, “Lead it”
1. Leadership - provide positive site leadership for the project for all parties involved including: subcontractors, tenants, property managers, consultants, architects. It is your project “Lead it”.
  2. Teamwork - our primary goals are to make the client happy, do high quality work, complete the project ahead of schedule and try our best. complete the projects under budget. Align your interest and actions with the team and Owner team.
  3. Quality Assurance- make sure all work is done right, good enough for your mother and our client. All work must be completed per the plans, specs, matrixes, city codes, etc. There should be no deviation from the plans / specs unless instructed or approved to do so. All materials used in our work should be submitted and approved by the owner/architect prior to ordering or installing anything.
  4. Budgets - project budgets are developed before the projects begin. If there are any issues, they should be raised to your Senior PM (SPM) and/or Project Executive (PE) immediately. SPM’s or PE’s update the budget variances throughout the project. This variance information should not be released to the client unless prior approval is given by your PE.
  5. City Inspections- order and coordinate all city inspections. Try to develop good relationships with your local city inspectors. We should have correction notices only once, if at all, for construction items.
  6. Monthly Draws - PMs are expected to review and approve subcontractor’s monthly billing invoices. Once they are reviewed, they should be submitted to the Project Coordinator (PC). All billings and draw paperwork should be reviewed with the PM, PC, SPM and/or PE on a conference call each month prior to submitting the draw package to the owner.

PMs are expected to have the site clean and ready for the draw meetings each month. Notice should be given to the property management to gain access to all units or areas of the project being billed for that billing period so the units can be inspected as needed at the draw meetings. For example, if we are billing for roofing work, there should be access to all these areas at the draw meeting.

**7. Punch lists and Close out** - All units and buildings should be punched immediately upon completion of the work. Do not want until the end of the project. Daily Items: Daily Reports: These should take 15 minutes each day once you learn how to properly do it. Use the same form every day and just change as needed. Please make these as detailed as possible and include pictures each day reflecting the work completed that day. Site Cleanliness- every day the site needs to look great, no exceptions.

## **8. Weekly Items**

**A. Schedules:** Responsible to prepare and update a short schedule and master Microsoft Project schedule each week without exception. The weekly schedule should be sent to the client each week. The master Microsoft Project schedule should be developed and modified before any work begins. The short schedules should be provided to the subs each week to ensure that the weekly schedule is being met and so that they know what is expected of them. If you need help with updating your schedule, contact your PE.

**B. Weekly Reports and Meetings:** Prepare all weekly reports and schedules for your jobs. Be prepared to discuss them at the weekly meetings each week with your owner representative. The weekly report includes your weekly meeting minutes, RFI Log, and Submittal Log.

**C. Managing the Manager:** Keep good open communication and a good relationship with all property managers. Establish a regular weekly meeting with them to discuss the project and any tenant issues. This should include any maintenance supervisors as well, if possible.

**D. Subcontractor Site Coordination:** Have weekly coordination meetings with your subs; make sure that all your subcontractor's supervisor's show up for these meetings. Make sure that all subcontractors are on schedule and call them as needed to reinforce your schedule. "Run the project; do not let the project run you."

**E. Weekly Site Safety:** You will need to conduct a weekly sub safety meeting as part of your site coordination meetings. Subs should be doing their own tailgate safety meetings each week and turning in a copy of their sign in sheets to you.

## **Education**

- High school graduate and a bachelor's degree

## **Experience and Skills**

- A minimum of five (5) years in Construction
- Computer Skills (Scheduling Programs, Microsoft)
- Demonstrated ability to problem solve
- Excellent organizational skills; detailed oriented
- Demonstrated ability to manage multiple projects and meet deadlines
- Able to manage and coordinate multiple tasks and projects accurately
- Ability to prioritize conflicting demands quickly and appropriately

**Competitive compensation, bonus program, health care benefits.**

**If interested in this position, please send your resume to [carolann@wentworthexecutiverecruiting.co](mailto:carolann@wentworthexecutiverecruiting.co)**

**Thank you. *Carol Ann, CEO, Wentworth Executive Recruiting***