

## BROUGHTON CONSTRUCTION COMPANY, LLC

<b>Job Position:</b>	Project Manager	<b>Base Location:</b>	Washington, DC
<b>Pay Classification:</b>	Salaried Manager	<b>Regular Schedule:</b>	8:00am – 5:00pm, Mon-Fri
<b>Reports To:</b>	Assigned Senior Manager	<b>Last Update:</b>	3-4-2021

**JOB SUMMARY:** A Project Manager (PM) develops, coordinates, implements, and manages all facets necessary to execute ground-up, renovation and fit-out projects of varying scale and complexity. The PM is responsible for project delivery on time, within budget and to contracted specifications. S/He leads the project team, promotes the interest of the business and builds trusting relationships and credibility with clients, stakeholders, subcontractors, suppliers, and industry professionals.

### **GENERAL DUTIES and RESPONSIBILITIES INCLUDE:**

- Participate in delivery of design/build services, preconstruction tasks for development of complete project package for execution; write and review detailed scopes, identify, and mitigate scope gaps/oversights; qualify, build, and maintain pool of qualified, capable subcontractors; and negotiation of contract terms, conditions, fees, and pricing;
- Generate and skillfully manage final project budget and financial reporting;
- Establish, update, and communicate master project schedule and manage its adherence; material and equipment schedules, work sequencing and efficient project closeout;
- Conduct qualitative and quantitative reviews and analysis of contract documents to thoroughly understand, manage and administer project contracts, changes, invoicing, billing, insurance, and adherence to compliance requirements;
- Decide meeting agendas, lead project meetings, prioritize assignments, and prepare and present reports;
- With Project Superintendent, manage adherence to safety standards, security, and controls;
- With construction manager, project superintendents and engineers, establish and manage quality assurance and quality control (QA/QC) and logistics plans;
- Manage LEED, building code compliance, inspections, testing and certifications;
- Review superintendent and subcontractor daily reports, monitor progress, facilitate timely resolve of issues with project team; conduct recurring, periodic project site visits throughout project term.
- Participate in the selection of project staff and responsible for their development, supervision, and performance evaluation;
- Conduct employee supervision to full and efficient workforce utilization in compliance to employment related laws, policies, and practices; foster a harmonious yet challenging work environment for growth and success;
- Nurture relationships with customers, subcontractors, stakeholders, vendors, and industry professionals; foster trust, confidence, and a positive reflection of the Company; pursue new business opportunity with existing and prospective customers;
- Consistent demonstration of high standard of personal accountability, integrity, work, and business ethics;
- Lead timely post closeout project performance evaluations identifying and generating process improvements; and
- Stay knowledgeable of current industry practices, procedures, and competitive strategies.

### **MINIMUM QUALIFICATIONS:**

- Minimum of five years recent general contractor project management work experience executing base-build/ground-up, renovation and fit-out projects of varying scale and complexity typically ranging \$1M to \$30M.
- Bachelor's degree in construction management, architecture, engineering or related field from a U.S. accredited institution or additional equivalent U.S. general contractor commercial construction work experience may be acceptable.
- Thorough commercial construction knowledge and experience with scheduling, cost estimating, purchasing project engineering, logistics and management principles and techniques, project accounting and industry business practices.
- Excellent technical and project management plan writing skills;
- Excellent, verbal, presentation, and interpersonal communication skills.
  - Proficient using computers and current software such as: Bluebeam, Procore, Sage/Timberline, Primavera, etc.;
- Mastery of reading, interpreting, and updating construction project drawings, formulations, scopes of work and schedules.
- Solutions oriented with excellent problem solving, organizing, task management and negotiation skills.
- Consistent demonstration of self-accountability, integrity, and business ethics.
  - Knowledge, skills, and abilities to work with, supervise, develop, and respectfully engage with diverse people.
- OSHA Construction Safety Certification preferred
- Valid driver's license, reliable transportation, and availability to perform work at company assigned workplaces.

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**Physical Demands:** To perform the essential elements of this job, the physical requirements generally include standing and sitting for six or more hours throughout the workday and walking, lifting, carrying, reaching, pushing, pulling, keyboarding, hearing, and speaking. Job performance at construction work sites also includes the physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and navigate work areas under construction. Specific vision abilities include near and far acuity, peripheral vision, depth perception, and the ability to adjust focus. Performance includes the use of hands to finger, handle, or to feel objects, tools, or controls, sit, talk, and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Job performance may occasionally include lifting and/or moving up to 50 pounds individually or more with others.

**Work Environment:** While performing the duties of this job, the employee may periodically work at construction work sites where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions, unconditioned interiors, and the risk of electrical shock. The construction site work environment noise is usually moderate to very loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.