

project manager

Newkirk Novak Construction Partners is seeking experienced Project Managers to contribute to our expanding project portfolio. Our top priority is the continued satisfaction of our clients, so excellent client, architect/engineer, and trade partner/supplier relationship skills are a must.

JOB DESCRIPTION

Our Project Managers help plan, manage, and execute all production and financial aspects of assigned projects. Projects consist of a wide range of commercial construction project types. Primary responsibilities include but are not limited to the following:

- » Complete scope review and bid analysis, including the award of trade partners.
- » Buyout and negotiate all trade partner scopes of work and major equipment purchases.
- » Write all trade partner scopes of work.
- » Review and approve trade partner and vendor invoices, and review and issue trade partner change orders.
- » Assist the Project Coordinator in obtaining trade partner insurance certificates as needed.
- » Manage change orders, contingencies, and allowances for clients.
- » Process applications for payment.
- » Prepare monthly project financial projections.
- » Develop and maintain the project schedule.
- » Identify the elements of project design and construction that could impact the schedule.
- » Monitor the progress of the construction activities against the project schedule.
- » Perform scheduled progress updates with the client regularly.
- » Ensure that all construction activities progress according to the published schedule.
- » Review the Superintendent's 3-week look ahead schedule weekly.
- » Promote a safe workplace and present positive leadership regarding project safety.
- » Participate in safety meetings and provide record-keeping for the project.
- » Investigate and document any safety incidents or accidents on a project.
- » Assist in the creation of project specific safety plans and Emergency Action Plans.
- » Lead preconstruction meetings at the kickoff of each project.
- » Conduct weekly progress meetings with client and trade partners.
- » Lead, support, and promote a culture of diversity and inclusion.
- » Understand non-discrimination policy and ensures positive, proactive implementation throughout the organization.
- » Perform periodic site visits to review the work and conduct quality of work inspections.
- » Lead pre-installation meetings for critical scopes of work.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

- » BS/BA in Construction Management, Engineering, Architecture, or equivalent combination of education, training, and work history.
- » 4+ years' experience.
- » Proficiency with Microsoft Office suite is required.
- » Experience using cloud-based project management software (Procore and Sage Timberline is preferred).
- » Relevant experience managing people, budgets, schedules, and overseeing trade partner performance.

Newkirk Novak Construction Partners offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays, 401(k) Plan with company match, and a performance-based bonus program.

