

SENIOR PROJECT MANAGER

The **Senior Project Manager** works closely with the Project Superintendent and General Superintendents to plan, execute, monitor, coordinate, control, and close large complex heavy/highway construction projects. The Senior PM is ultimately responsible to ensure that resources are scheduled and deployed so that all safety requirements, contract requirements, client expectations, and profitability forecasts are being met or exceeded.

Major Duties and Responsibilities:

- Assist Estimators with negotiation and issuance of purchase orders, contracts and subcontracts.
- Work closely with the Project Estimator to understand the budget and scope of work.
- Develop, price, prepare and present change order proposals.
- Identify, communicate, and document all project responsibilities within the project team.
- Conduct regular weekly project team meetings, identify job problems and issues, initiate documented action, verify implementation of solutions and ensure project progresses on schedule and within prescribed budget.
- Interact with clients, including all governmental agencies, architects, engineers and local jurisdictions to incorporate project objectives, schedules, permits, costs, etc.
- Manages project administration and communications including, but not limited to, RFIs, submittals, meeting minutes, progress billing, logs and reports.
- Prepare project specific financial projections as necessary.
- Create and/or coordinate creation of daily, weekly, and long-term detailed progress schedules.
- Identifies, notifies, documents and negotiates time extension requests or schedule recovery with owners and their reps.
- Identifies and tracks project issues that have significant, or potentially significant impacts on cost. Manages the resolution of these issues.
- Supervise, mentor, train and delegate tasks to Project Engineers to prepare them to become Project Managers.

Required Skill/Knowledge

- Bachelor's Degree in Civil Engineering, Construction Management or equivalent related experience
- Minimum 10 years of heavy highway or airport experience
- Knowledge of construction industry practices and procedures
- Demonstrated ability to multi-task across several projects running concurrently
- Proficient in Outlook, Excel, Word, MS Project, P6, Viewpoint and HCSS Heavy Bid and Heavy Job
- Working knowledge of estimating and scheduling software
- Strong verbal and written communication skills
- Demonstrated ability to complete projects on time and on budget
- Demonstrated ability to complete or supervise completion of detailed progress schedules including CPM schedules.
- Strong negotiation skills