

Tonn and Blank Construction, LLC
Job Description
Project Manager
Indianapolis, IN Office

Classification: Exempt, Full Time

Supervisor: Vice President, Central Indiana Region

Overview

This job description is a general outline of the responsibilities for the position. The goal is to assist in defining the job description of the Project Manager through the outline of his/her duties, authorities, and responsibilities.

The Project Manager is to ensure that projects are planned, coordinated and completed in a timely, efficient, effective and profitable manner. The Project Manager will be held responsible for all aspects related to his or her projects. Project Manager may delegate portions of their authority to other qualified personnel, but does not relinquish total responsibility.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

Experience/Education/Requirements

- Have 5 years of applicable construction experience
- Bachelor's degree in construction-related field from an accredited institution of higher learning
- Possess an OSHA 10 certification
- Successful completion of drug, alcohol, MVR and background checks
- Willingness to accept responsibility to acquire specialized training

Skills and Personal Attributes:

Skills required:

- Extensive knowledge of the general construction industry
- Ability to consistently prepare accurate project cost estimates and schedules
- Ability to identify, troubleshoot and resolve problems before they become major issues
- Ability to successfully negotiate with owners, architects, engineers, subcontractors and suppliers

- Working knowledge of construction legal issues including contracts, liens, labor standards, safety standards and other related topics
- Ability to manage all aspects of construction projects effectively and efficiently included budgeting, scheduling, QA, safety, owner and architect correspondence, billings, subcontracting, contract management
- Ability to develop business relationships and networking contacts to increase the company's presence in the business community that results in new business opportunities
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to handle multiple projects at the same time
- Ability to meet deadlines
- Ability to work in stressful situations
- Ability to supervise field personnel
- Knowledge of Company Estimating, Scheduling and Project Management software
- Knowledge of Microsoft Office Applications
- Excellent verbal, written, communication and computer skills
- Ability to interact with Senior Management
- Must be able to communicate and support company policies and initiatives

Job Description Detail

Duties will include:

- Work with the Estimating Department to create proposals, RFP's, budgets and estimates for projects
- Set up and/or supervise the set-up of projects in Timberline including (but not limited to):
 - Job establishment and each respective section of the set up process
 - Schedule of Values
 - Estimate
 - Billing requirements
- Competitively procure materials, equipment and subcontracts. Perform a detailed review of the bids received to enable the buy out of the project at or below the amount(s) in the original estimate.
- Write subcontracts, purchase orders and change orders in a timely manner so that they are executed and resources are available prior to their scheduled delivery including solidification of the subcontractor's insurance prior to job site presence.
- Manage projects on a daily, weekly and monthly basis including (but not limited to):
 - Prepare requests for payment with the required time frame
 - Monitor, follow-up and collect all project receivables with the contractual terms

- Meet with the Owner (or Owner's representative) weekly (or more often if needed) to ensure that the Owner is happy with Tonn and Blank's performance
 - Complete buy-out of all subcontracts, material and other suppliers within 4 weeks of Prime Contract Execution
 - Supervise Project Superintendent to ensure the project is on schedule and within budget
 - Monitor and maintain the project schedule including interaction with subcontractors, material suppliers and other vendors
 - Ensure pre-task planning for coordination, quality control, and safety is being properly done on the projects
 - Review daily reports, toolbox talks, and near miss reports
 - Provide oversight, direction, and coordination in the collection of data for any alleged bodily injury / property damage incident related to the project.
 - Communicate awareness and enforce the company policy in relation to equal employment opportunity and other unlawful harassment
 - Coordination of submittals. Monitor submittal log to ensure all open items are resolved in a timely manner
 - Coordinate with Project Superintendent all RFI's. Ensure that all field RFI's have been properly entered in the PM software. Review the RFI log to ensure that all open items are resolved on a timely basis.
 - Identify, document and discuss with the Owner all Change Requests in a timely manner. Monitor pending Change Request Log to ensure that Change Requests have been resolved in a timely manner
 - Process Change Orders for all approved Change Requests. Ensure that all Change requests have an executed Change order prior to proceeding. Adjust projections, project schedules and other change order requirements in a timely manner. Ensure that all subcontractor change orders are executed prior to approving the pay application.
 - Monitor cost issues daily and adjust projections as required to ensure projected costs are true and an accurate account of final project costs
 - Approve all subcontractor and supplier invoices prior to the project billing cut-off date while verifying the amount, cost-code to be charged and disclosed material/sub-subcontractors.
 - Complete project close-out documentation and ensure that the punch list is completed in a timely and cost-effective manner
- Attend all required company meetings
 - Accurately prepare month-end profit projections by due date
 - Represent the company in a professional manner
 - Comply with all company policies and procedures
 - Support the company's safety policy
 - Maintain confidentiality of company and client information
 - Other tasks as assigned

Measures of Performance

The Project Manager shall be deemed to be performing in an acceptable manner when the following are accomplished:

- All projects are completed within the contractual terms, in accordance with the project specifications, delivered on time and within budget
- All project documentation is accurate, complete, timely and current
- Projections are forecasted accurately, current and timely
- Projected profits meet or exceed initial estimates
- Owners are happy with Tonn and Blank and will use Tonn and Blank on future projects
- Project Manager complies with all Tonn and Blank policies and procedures