



## Job Description

01/01/2023

**JOB TITLE:** Project Manager

**DIVISION:** Construction

**REPORTS TO:** Division Leader

**SALARY RANGE:** Competitive Market Range

### **SUMMARY:**

A Project Manager performs general oversight of the duties and tasks that must be accomplished for all assigned project deliveries, focused on budget, schedule, and quality. You must be organized and able to delegate tasks and responsibilities to ZSI project team, Contractors, Superintendents, and Field Staff through the proper channels and delivery systems. A PM's responsibilities cover a number of areas, including permitting (where applicable), programming, design, and construction itself. Because the PM is responsible for the project's end product, they must have a deep understanding of each phase of the construction process, how ZSI plays a part with its offering, including but not limited to, architectural design and blueprinting. In addition, the PM communicates a great deal with our client base, vendors of the products we are using, and subcontractor hired staff; much of the time, the individual is reporting progress on a project or task or asking others for the status of certain jobs. The PM at ZSI will work to help drive successful project delivery through quality craftsmanship, on time and on budget, delivering the best in class, matched by none principles established in our roots as a company.

### **DUTIES AND RESPONSIBILITIES:**

- Assist in pre-construction activities including bid solicitation, bid review, subcontractor negotiations and assembly of the final project budget.
- Preparing and updating all assigned project schedules, including subcontractors and material deliveries.
- Work to achieve on time, and on, or under budget completions, while maintaining the established Company Quality Standards.
- Lead Project Kickoff meeting reviewing project plans and game plan for successful execution. Turnover of field paperwork, appropriate start date, and project duration review.
- Negotiate terms and conditions of performance of ZSI and all subcontractors employed by ZSI on jobs managed
- Determine the necessary equipment, materials, and manpower needed for jobs managed



# ZEBBY SULECKI, INC.

## CONSTRUCTION SPECIALISTS

- Provide monthly feedback on project costs vs. estimate. Includes review of project durations vs. estimate and deep dive analysis, what worked and what didn't.
- Assist in the review and processing of monthly payment applications. This includes site visits to confirm completion percentages.
- Make frequent visits to the project site, verifying that the site is organized and clean, and that satisfactory progress is being made in order to meet the established completion target.
- Track and process product submittals as required.
- Submittals and material buy out understanding long lead time and timely submission for schedule success and deadline accountability.
- Price and submit change orders throughout project duration.
- Assist in identifying conflicts and work to find and implement viable solutions.
- Help to enforce the company safety standards on the project site at all times.
- Project close out, both externally customer facing and internal close out.

### EDUCATION AND EXPERIENCE:

- Bachelor's degree in Construction/Project Management preferred
- 5+ years Project Management or construction management experience required.
- Thorough understanding of construction principles and practices, including workflows, subcontractor relationships, and OSHA and safety compliance.
- Construction Project management software experience required (Timberline, Procore, Autodesk Suites preferred)
- Strong understanding of all facets of the construction process and project lifecycle as it pertains to ZSI
- 5 years blueprint reading experience required
- Good judgement with an ability to make timely and sound decisions with schedule and budget.
- Lean Construction Principles training and experience preferred
- 10-hour OSHA required/30-hour OSHA preferred
- CPR First Aide certification preferred
- Creative, flexible, excellent written and verbal communication and presentation skills.
- Knowledge of building products, construction details and relevant codes, regulations, and quality standards
- Proven leadership and business acumen skills, with strong interpersonal skills.
- Demonstrated proficiency in supervising and motivating team members.

### COMPETENCIES:

- |                     |                    |                     |                  |
|---------------------|--------------------|---------------------|------------------|
| -Problem Solving    | -Teamwork          | -Delegation         | -Communication   |
| -Leadership         | -People Management | -Diversity          | -Meticulous      |
| -Ethics             | -Adaptability      | -Dependability      | -Innovative      |
| -Emotional Maturity | -Persuasiveness    | -Results-Orientated | -Time Management |



# ZEBBY SULECKI, INC.

## CONSTRUCTION SPECIALISTS

---

**PHYSICAL REQUIREMENTS:**

- Prolonged periods of standing.
- Must be physically able to perform construction-based tasks onsite.
- Some field work as needed and instructed per job requirement and job completion

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_