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| Job Title: | Project Manager | | |
| Department/Group: | Projects & Construction | Reporting To: | VP of Projects & Construction or Program Manager |
| Job Category: | Exempt | Travel Required: | Y |
| Location: | Travel Required | Position Type: | FT |
| Level/Salary Range: | | Benefits: | Y |

ROLE AND RESPONSIBILITIES

ROLE DESCRIPTION:

A FrontStreet Project Manager is responsible for managing recurring, capital asset, and/or special projects, including developing the project plan/methodology, monitoring schedules and budgets, and maintaining accountability for the quality of the deliverables. Successful Project Managers anticipate and respond to client needs and use their keen analytical and problem-solving skills to resolve client issues with minimal need for escalation. They empower their teams to work efficiently and effectively, and they communicate with management, clients, and team members about project progress. They thrive in fast-paced, deadline-driven environments and seek to continually provide the best customer service.

Individual Project Managers report to a Program Manager, who ultimately reports to the VP of Projects and Construction.

RESPONSIBILITIES:

- Demonstrated knowledge of project management processes and techniques, including project planning and budgeting, architectural plan review, materials/specifications, building codes, zoning laws, permitting and contracts
- Serve as the single point of contact for external contractor notices, change orders, claims, reporting as well as quality, labor, safety and inspection compliance issues
- Review requisitions, change orders and other invoices associated with the project and confer with client on costs and impacts
- Monitor and direct project team and project resources including external contractors, suppliers and trade specialists
- Leverage Internal project management tools, systems and techniques to effectively develop project scope, processes, reporting, and financials
- Proficient in negotiating budgets, change orders and schedules with clients
- Effectively maintain all related project management information and communications by properly utilizing all internal systems and processes
- Prepare competitive customer quotes for projects based on scope, timing and resource availability. Common projects include, but are not limited to, carpet and paint refreshes, office space build outs, flooring replacements, ADA compliance retrofits, exterior asphalt and concrete work, etc.
- Verify that project timelines are met and, if needed, coordinate with Program Manager or VP to allocate resources to insure schedules are met and completed within or under budget
- Assess the impact of client issues and scope changes to the contracted scope, schedule, and cost, and resolve or mitigate those challenges as needed

- Participate in vendor negotiations to protect the profitability of the company while ensuring the best possible performance outcome for the customer
- Independently resolve disputes, insuring a superior client experience, productive relationships with strategic vendors and consistently achieve profitability expectations
- Track actual project expenditures against budgets and maintain accountability of project team for forecasted gross margin results
- Manage external resources in the field environment as needed to effectively resolve disputes with minimal need for escalation
- Proven ability to work with town or city building departments, fire marshals, inspectors and expeditors
- Visit project sites as needed to ensure project scope, timeline and quality expectations are all being met
- Successfully manage all communication between Clients, Vendors/Suppliers, Program Manager and/or other management as required or requested
- Ability to work independently while leveraging required resources
- Ensure all work performed in compliance with applicable federal, state and/or local codes, statutes and laws
- Travel 30-40%
- Other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

EDUCATIONAL/EXPERIENCE REQUIREMENTS

- Bachelor's degree preferred
- Related commercial construction project management experience required
- MBA and/or PMP certification a plus
- 5+ years of experience in successfully managing complex and challenging projects, preferably in a facility management environment

QUALIFICATIONS AND SKILLS

- Demonstrated knowledge of project management processes and techniques, including project planning and budgeting, materials/specifications, building codes, zoning laws, and contracts
- Proficient with Microsoft Office suite, especially Excel and Project
- Strong verbal and written communication skills, particularly via phone and e-mail
- Analytical thinker with ability to present to and communicate with multiple levels internally and externally
- Ability to work across multiple, cross-functional teams with a variety of stakeholders to achieve objectives
- Ability to thrive in a demanding environment that requires initiative, flexibility/adaptability, follow-through, and deadline-driven productivity
- Self-motivated and solutions-oriented problem-solver
- Lead the project development and management process

- Ability to adapt quickly to changing circumstances to preserve or recover project schedules and budgets
- Ability to maintain accountability among project team for quality, timeliness, and cost of deliverables
- Ability to read architectural drawings and have knowledge of AIA docs a plus

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or stored materials throughout the work day. Proper lifting techniques required. May include lifting to 25 pounds for files, computer printouts on occasion.

Work Environment:

The work is performed in an office setting. The noise level in the work environment is moderate.

I have read and fully understand all FrontStreet Facility Solutions, Inc. requirements for said position. I understand that I must follow the job description and accept responsibilities to maintain this position at FrontStreet Facility Solutions, Inc.

Signature

Date

Print Name

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job changes.