



Job Description – Senior Project Manager

1 PURPOSE

1.1 The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the **Senior Project Manager** of DEW Corporation.

2 BASIC FUNCTION

2.1 The basic function of the Senior Project Manager is to manage a department (profit center) efficiently and effectively at a performance level which meets or exceeds its financial and operational budget.

3 REPORTING RELATIONSHIPS

3.1 The Senior Project Manager reports to, and is accountable to, the President.

3.2 The following positions report directly to the Senior Project Manager:

3.2.1 Project Manager I, II & III

3.2.2 Department Project Coordinators

3.2.3 Project Superintendents (when performing project management duties)

4 JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

4.1 EDUCATION

4.1.1 Required: Bachelors Degree in Engineering (or other construction related field) or four (4) years of directly related experiences.

4.1.2 Preferred: Post Graduate Degree

4.2 LICENSING/REGISTRATION/CERTIFICATION



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4.2.1 Required: Valid Driver's License

4.2.2 Preferred: Minnesota Professional Engineers License

4.3 EXPERIENCE

4.3.1 Required: Ten or more years experience as a Project Manager (or equivalent position) with P&L responsibility in a construction related organization with a minimum of \$20,000,000 in annual sales.

4.3.2 Preferred: Experience managing multiple projects (and Project Managers).

4.4 SKILLS, KNOWLEDGE, AND ABILITIES

4.4.1 Ability to deliver departmental (and project) profits which meet or exceed company goals.

4.4.2 Ability to manage several project managers and numerous projects.

4.4.3 Ability to supervise, train, mentor and objectively evaluate Project Managers and field personnel.

4.4.4 Extensive knowledge of the general construction industry and the sub trades

4.4.5 Ability to consistently prepare accurate project cost estimates.

4.4.6 Ability to successfully negotiate with owners', architects, engineers, subcontractors and suppliers.

4.4.7 Extensive knowledge of construction legal issues including contracts, liens, labor standards, retainage and other related topics.

4.4.8 Ability to perform project management duties (when required) for construction projects up to \$50,000,000 effectively and efficiently including but not limited to Budgeting, Scheduling, QA (Spec Compliance), Submittals.....



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- 4.4.9 Ability to identify, troubleshoot and resolve problems on projects before they become major issues,
- 4.4.10 Ability to develop new business utilizing existing (and new) business relationships
- 4.4.11 Ability to handle multiple tasks at the same time while maintaining attention to detail.
- 4.4.12 Ability to work in stressful situations
- 4.4.13 Ability to juggle department resources to meet owner (and company) deadlines
- 4.4.14 Ability to read and interpret financial reports.
- 4.4.15 Knowledge of Timberline Project Management software
- 4.4.16 Knowledge of Microsoft Project software (or equivalent applications)
- 4.4.17 Knowledge of Microsoft Office Applications
- 4.4.18 Excellent written and verbal communication skills including the ability to speak (make presentations) to large business groups.
- 4.4.19 Ability to interact with senior management and outside representatives (attorneys, accountants, consultants....)

5 AUTHORITY

- 5.1 The Senior Project Manager is selected and appointed by the President and has been delegated the authority required to successfully accomplish all of the duties and responsibilities of this position.

6 DUTIES AND RESPONSIBILITIES



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- 6.1 Manage the department in an operationally efficient manner resulting in financial results which meet or exceed forecasted performance.
- 6.2 Manage department personnel effectively and efficiently.
- 6.3 Monitor the department's projects to ensure that:
 - 6.3.1 Project estimated costs accurately reflect the projected project costs at completion.
 - 6.3.2 Payment applications are prepared accurately and within established timelines.
 - 6.3.3 Accounts Receivables for the department are collected within the terms of the contracts.
 - 6.3.4 Projects remain on schedule.
 - 6.3.5 All project buy-outs are completed within the required timeframe
 - 6.3.6 All project documentation is up to date and accurate.
 - 6.3.7 Projects meet or exceed the minimum gross profit (Fee) goals established for the department.
- 6.4 The department meets or exceeds annual revenue, gross profit and operating profit goals.
- 6.5 Meet or exceed the new business development goal.
- 6.6 Department Employee Performance Evaluations are completed in a timely manner and without bias.
- 6.7 All required company reports are prepared in an accurate and timely manner.
- 6.8 Represent the company in a professional business like manner.
- 6.9 Comply with all company policies and procedures
- 6.10 Maintain confidentiality of all company and client information.
- 6.11 Any other duties assigned by the President.

