

POSITION TITLE: Project Manager

REPORTS TO: Project Executive

POSITION LOCATION: Albany, New York

POSITION SUMMARY: The Project Manager is responsible for managing multiple projects of any size from inception to close out. The Project Manager collaborates with the Owners, Design Team, Funding Sources, Building and Code Personnel, Customers, and our partner Subcontractors and Vendors, to assure Safety, Quality and the budget are maintained throughout the Project.

ESSENTIAL DUTIES:

- Initial Budget review
- Value Engineer on behalf of our clients
- Review Contract Plans and Specifications for viability and constructability
- The Development and Maintenance of the Contract Schedule
- Development and Maintenance of the Schedule of Values
- The Establishing of the Buyout Log
- Solicitation and review of bids from subcontractors and vendors.
- Procurement of all Subcontractors and Vendors
- Establishes Scopes of work for all Subcontractors and Vendors
- Gathers all pertinent Subcontractor Documents for the purpose of writing schedule
- Writes and reviews all Subcontractor Contracts
- Establishes the Project Submittal Log
- Assures all submittals are received, processed and reviewed. Collaborate with Owners, and Design Team on Substitutions.
- Prior to the start of the project holds Mechanical Coordination meetings and assures Coordination Drawings are completed.
- Review and Process all RFI's assures quick response from the Design Team by offering solutions.
- Manages all Permit processes and secures Permits.
- Collaborate with Building and Code Enforcement to insure Code Compliance and Inspections occur in a timely manner and all deficiencies are corrected immediately.
- Manages all Compliance Paper work and collects or follows up with subcontractors to get it in on a timely manner.
- Holds Coordination meetings weekly with the Subcontractors and all related parties.
- Intervene on all disagreements and issues on the project to assure conversations stay solution based and the best interest of the project is maintained.
- Creates and Maintains the CIC/PCO Log daily.
- Tracks all Internal and External Changes to the project scope. Giving detailed explanation as needed for approval
- Processes all Change Order paperwork and insure all required documents are correct, legitimate, and accurately documented.
- Builds or reviews all Subcontractor Pay Application to assure they are formatted to HLC's format and that all costs reflect our pay Application format.

JOB DESCRIPTION

- Establishes the detailed Owner Pay Application. Completes all percent completes in a timely manner for the final pay application.
- Creates and maintains the Executive Summary for Executive review and for the owners Meeting Packets
- Coordinate and run the bi-weekly owner's meetings.
- Manage and Mentor the Field Superintendents as well as office support staff.
- Assure all Subcontractors and Employee's are completing specific scopes in Industry Standard manners and to our standards.
- Participates in all Safety Inspections and follow up on Safety Inspections.
- Documents all Safety infractions and On-Site Accidents. Collaborate with the Safety Inspector to assure our support of their efforts.
- Track and document all changes in As-Built Documents.
- Track and Maintain all Close Out Documents.
- Represent Home Leasing and all of its entities in a professional and disciplined manner, upholding our ethics and mission statement in everything we do.
- Interacts with new clients to establish long lasting relationships.
- Assist the entire Team and other projects.
- Responsible for tracking MBE, WBE, SDVOB contracts and percentages as well as Section 3 performance, Elations website reporting, HUD required documents and City reporting goals. Reporting requirements will vary between weekly, monthly, quarterly and annual reports to the required funder.

KNOWLEDGE AND SKILL REQUIREMENTS: High school diploma required. 15 Years of Construction Management experience as minimum or equivalent Higher Education. Strong Experience in Multi-Family, High Rise, Commercial and Residential Construction preferred. Strong Experience across all scopes of work. Strong Experience Industry Standards. Experience using Spectrum, Team, and View Point, preferred. Excellent organizational and record keeping skills is a must. Detail oriented, ability to work well with others, good communication skills, good computer skills, ability to multi-task and manage multiple projects. Proficient in Microsoft Office applications: Project, Excel, Word, and Outlook.

TYPICAL PHYSICAL DEMANDS: Regularly use hands to manipulate tools, controls, phones and computer keyboard. Frequently stand, reach with hands and arms, climb, balance, and stoop. Sit and stand to do clerical work. Regularly lift and move field and office supplies up to 50 lbs.

TYPICAL WORK CONDITIONS: Work is performed in the field and an office environment. Employee may interact with subcontractors, developers, local and state agencies and other staff members during the workday.

This position may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.