



<b>Position Title:</b>	Project Manager I & II	<b>Department:</b>	Construction Management
<b>Exempt/Non-Exempt:</b>	Exempt	<b>HRMS Job Code:</b>	C016 – Project Manager I C017 – Project Manager II
<b>Date Completed/Revised:</b>	September 2016	<b>Reports to:</b>	Team Leader or Division Manager

#### Job Summary:

- **Purpose:** Responsible for administration of assigned projects, including specific phases of project management under supervision, working with schedules, cost projections, contracts, and project status reports.
- **Scope:** Project sizes may range from \$1 - \$10+M
- **Working Relationships:** Work directly with owners/clients, field superintendents, subcontractors, internal accounting, and construction management team.

#### Job Details:

- Participate in owner/client sales presentations.
- Participate in some design development, budget preparation, and project schedule.
- Share job cost responsibility with supervising PM or Division Manager by keeping supervisor informed of efforts.
- Under supervision prepare and control budget, schedule, and bid documents; negotiate and award subcontracts; help prepare profit projections.
- Help conduct jobsite coordination meetings and job status reports.
- Conduct project close-out duties, including final cost, punch list, final billing, and final collection of fees.
- **PM II:** Assist and/or manage all processes listed above with minimum supervision and direction by Project Manager or Division Manager

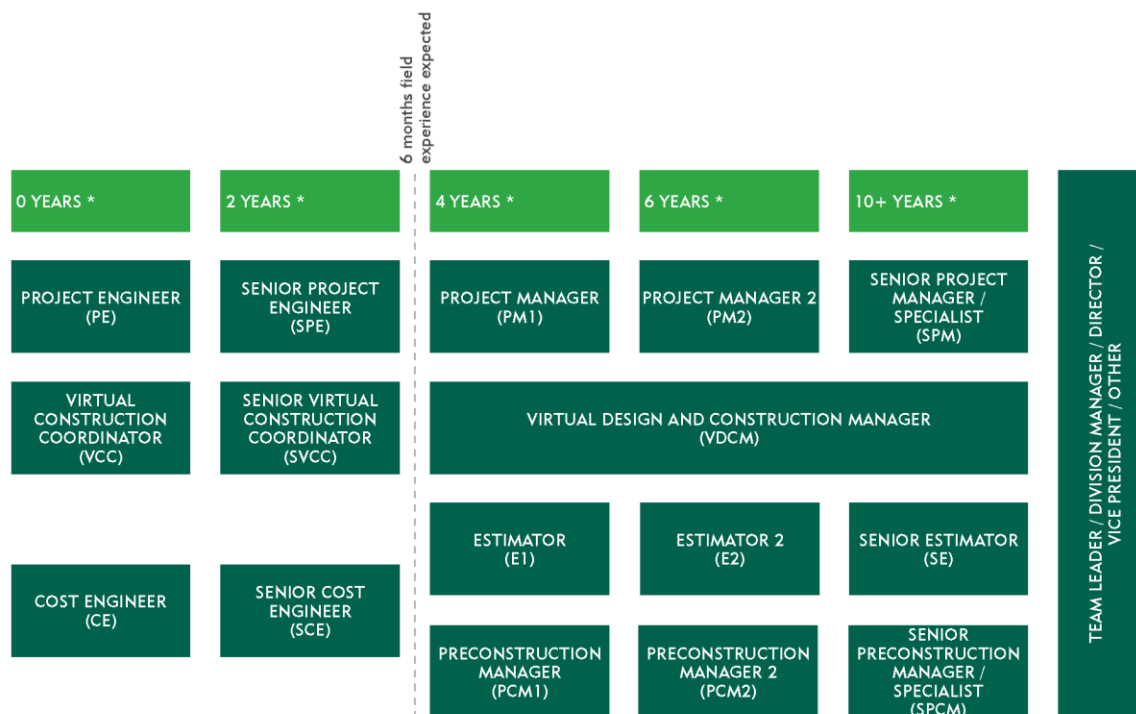
#### Candidate Requirements:

- **Knowledge, Skills and Abilities (KSAs)**
  - Knowledge of Microsoft Project and other project management tools.
  - General knowledge of estimating techniques, cost control and material pricing.
  - Proven ability to manage light industrial projects including office/warehouse; retail and strip mall-type projects.
  - Able to begin to assume responsibility and effectively communicate with superintendents, subcontractors and owner/clients.
- **PM II** (in addition to above):
  - Advanced knowledge of estimating techniques, cost control and material pricing.
  - Proven ability to manage commercial projects including office and tenant improvement type projects in the \$1-\$30 million range.
  - Ability to assume responsibility, interface and communicate effectively with superintendents, subcontractors and owner/clients.
- **Competency Profile** (Reflecting Ryan's Mission and Values)
  - Customer focus – pursues customer input to help meet expectations.



- Professionalism – is honest and displays integrity; helps plan and organize project tasks; demonstrates passion for excellence.
  - Communication – work closely with supervising PM to understand project status at all times and phases.
  - Teamwork – contributes to team in achieving goals; continuously learning about processes and project requirements.
- **Miscellaneous**
    - Willingness to travel, and/or relocate, as needed to execute projects.
  - **Education and Experience**
    - Four-year college degree in construction management or related field.
    - PM I – 4 years commercial construction experience
    - PM II – 6 years commercial construction experience

## CONSTRUCTION MANAGEMENT CAREER PATHS



\* Typical years of experience to be used as a guide only. Title achievement based on competency.

