

**Title**

Project Manager  
H.W. Houston Construction, LLC

**Classification**

Exempt

**Reports to**

General Manager / Vice President

**Date**

April 2021

**Job Description**

Summary/Objective: A Project Manager oversees the project team and is responsible for the management, planning, accounting, completion, and overall success of an assigned project. A Project Manager will assume the essential functions of a Project Engineer as appropriate.

This position will report to a General Manager (GM)/Vice President (VP) and will have duties and responsibilities across multiple groups within the organization.

**Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

A Project Manager (PM) will be responsible for serving as a project leader, developing employees, and building strong project and team relationships.

- Serve as a leader of safety on the jobsite by holding staff, craft and subcontractors accountable, modeling desired behavior, managing safety activities and routines, conducting safety audits, managing the hazard recognition process, and clearly communicating safety expectations to the project team. Represent H.W. Houston's safety culture and promote a "zero injury" workplace. Partner with the Superintendents and Environmental Health and Safety (EHS) to develop a housekeeping plan for the project. Review and communicate plan weekly with subcontractors. Partner with EHS to assess and report on overall safety in audits.
- Lead, manage and develop direct reports. Identify areas for development and additional experience to fill professional gaps. Provide constructive coaching and feedback related to performance issues and deliver performance reviews. Delegate tasks appropriately for purposeful development. Lead organizational change and communicate corporate initiatives, sharing any feedback with senior leadership as appropriate. Support and serve as an advocate for all project staff members.
- Assist with requests for proposals and interviews and the pursuit of future work. Accept assignments from the GM/VP and/or Business Development to respond to future work interviews and Requests for Proposals (RFPs) as requested. Evaluate the scope and partner with the team to identify creative strategies for cost and schedule competitiveness. Clearly communicate and manage current project responsibilities and pursuit obligations.
- As requested, partner with the Preconstruction Manager to manage the design-phase of a project; manage the design-phase teams to be successful by ensuring each project in the design phase meets design schedule; ensure constructability reviews and overall construction document quality; assist the Preconstruction manager to coordinate the project team in meeting budget targets (Target Value Design, TVD); and ensure the project team provides overall client value.
- Assist Preconstruction during the buyout process and develop the Guaranteed Maximum Price (GMP) or other delivery methods, as requested. Assist to: develop subcontracts and bid packages for buyout; identify self-perform opportunities during buy-out to maximize profit margins; manage the development of instructions to bidders (scope of work) and present cost/bids to the owner. Assist to manage the Project Startup/Kick-Off Plan and to clearly communicate project needs from all internal staff and departments including Virtual Design and Construction (VDC)/ Building Information Modeling (BIM), Logistics, EHS,

Sustainability, Risk, Accounting, and Human Resources. Support Preconstruction to establish relationship goals with owners/architects, subcontractors, and the design team.

- Working with the Superintendent, develop and manage the Critical Path Method (CPM) schedule and ensure overall schedule compliance. Manage schedule development and participate in updates throughout the duration of the project. Manage the distribution of schedules with owners and trade partners. Collaborate with the project team to ensure buy-in and compliance.
- Working with owner, architect, engineer, and trade partners, create project goals and outcomes. Manage activities throughout the project to ensure goals are achieved. Lead the team in creating a project culture that builds strong relationships and teamwork.
- Manage the pay application process. Develop revenue and billing forecasting and track monthly to ensure that all cost for pay period aligns with project schedule and revenue projections. Ensure timely receipt of subcontractor/vendor applications.
- Own cost control practices. Identify opportunities for profitability and increased margin. Complete monthly Project Status Reports (PSRs). Review and manage change directives and issue the subcontractor change orders. Set up and maintain the overall project budget and perform job cost adjustments for budget changes. Serve as an overall subject matter expert in presenting and communicating changes to the owner/architect.
- Own the completion of owner pay applications, collect, and verify accuracy/completeness of subcontractor pay applications, and partner with the Project Accountant/Project Engineer to complete timely pay applications. Review account receivables per the contract terms and ensure a positive cash flow.
- In compliance with the contract, manage the contingency process, evaluating proper use of the budget and tracking/communicating risks with leadership. Manage subcontractor/vendor cost management. Ensure all subcontractors are billing monthly and that all costs including internal change orders, external change orders, back-charges, and invoices are reconciled at each billing.
- Manage updates, documentation, and communication of all project related information, to include Architects Supplemental Instructions (ASIs), Requests for Clarification (RFCs), Owner Change Requests, etc. Continuously build and manage long-term owner, architect/engineer, and subcontractor relationships. Resolve conflicts and remove roadblocks; escalate to the GM/VP as needed. Encourage a workplace to support two-way dialogue. Communicate issues and information timely.
- Ensure appropriate project meetings are being conducted and proper documentation of meetings is being captured and distributed.
- Lead risk management practices and identify job-site specific high-risk activities for mitigation. Escalate to leadership in support of resolution, as appropriate.
- Partner with the Superintendent to manage staffing projections for workload management, ensuring the assigned staffing plan and the budget projection are aligned. Remain engaged with the project team to ensure day-to-day and week-to-week responsibilities can be accomplished while keeping work/life balance in mind.
- Partnering with the Superintendent, manage and lead quality standards and develop the project quality control plan. Ensure utilization and compliance with the quality program.
- Support corporate initiatives by implementing practices on the job site to reduce waste, reduce cost, and improve productivity.
- Working with the Risk Management team and GM/VP, evaluate, assess, and manage timely claims resolution.
- Oversee project progress/status with leadership and the project team. Facilitate required project status/margin confirmation meetings. Assume direct profit and loss responsibilities for assigned projects and for developing monthly margin projections. Communicate project status updates with the project team; recommend appropriate budget uploads and cost code creation for GM/VP approval; and share financial strategies with the project team based on the job's financial status.
- Lead the closeout process during the design and construction phases. Communicate and seek to align client expectations to this process.
- Assess the engagement and attitudes of the project team, implement strategies to create a successful culture, and continue to monitor and sustain a positive work environment.
- Actively seek career and professional growth. Attend company and/or industry training offerings. Set performance and learning goals during performance reviews. Actively seek additional development, as appropriate. Demonstrate a willingness to receive and apply coaching and feedback.

- Represent the H.W. Houston brand, ethics, and values on the jobsite. Model desired professionalism, conduct, and behaviors. Serve as an example of safety on the job. Foster collaboration and teamwork. Take initiative and responsibility for work quality.
- Adhere to/comply with the company's EEO policies and affirmative action obligations.

### **Leadership Competencies**

- Ethics and Integrity
- Judgment
- Relationship Building
- Influencing Others
- Facilitating Change
- Drive for Results / Directing Others
- Collaborative Leadership
- Coaching
- Continuous Learning and Self-Development
- Managerial Courage
- Developing Direct Reports and Others
- Managing Performance
- Ensuring Accountability

### **Role Competencies**

- Communication – Written and Verbal
- Planning / Organizing
- Deliver with Excellence / Quality Management
- Problem Solving and Balanced Decision Making
- Cost / Production Management
- Contractual Relationships
- Leadership
- Conflict Management
- Driving Teamwork / Collaboration

### **Knowledge and Skill Requirements**

- Prioritization skills
- Discretion and confidentiality skills
- Critical thinking skills
- Meeting facilitation and management skills
- Data analytics skills
- Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook)
- Scheduling skills
- Knowledge of change orders
- Skilled in reading and interpreting contracts
- Knowledge of various scopes of construction work
- Knowledge of project documentation requirements
- Skilled in mentoring others
- Skilled in supervising, assigning, and monitoring work; quality oversight
- Company EEO policies and affirmative action obligation compliance
- Skilled with client relationships/customer service
- Skilled with team building
- Skilled at ensuring profitability

### **Supervisory Responsibility**

Project Engineer(s)

### **Work Environment**

This job operates in a professional office environment as well as in a construction work site environment. This role routinely uses standard office equipment and works inside with others. Work may require occasional weekend and evening work.

### **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.

While performing the duties of this job, the employee is regularly required to speak, hear, and use eye/hand coordination. The employee frequently is required to stand; sit; walk; use motor skills and manual dexterity; reach with hands and arms; and lift, push or carry up to 50 lbs. The employee must frequently be able to work effectively in a construction job site environment, including but not limited to working outside; working alone; excessive heat/cold; noise/vibrations; walking on uneven surfaces; and working with standard office equipment. The employee is occasionally required to climb stairs or ladders; balance, stoop, kneel, crouch, or crawl; work in excessive dampness, near chemicals or solvents, or near fumes/smoke/gases; or work around or operate moving equipment/machinery. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work**

Full time. Work may necessitate a flexible schedule and/or extended hours when required by project schedule.

**Travel**

Ability to travel or accept full-time assignments to any location where H.W. Houston conducts business. Ability to travel to multiple locations or job sites daily or weekly as needed.

**Required Education and Experience**

- High School Diploma or equivalent
- Previous management experience in the construction industry on commercial building projects of significant construction value
- Experience with Prolog or other construction management software
- Experience using eCMS or other construction accounting software
- OSHA10 training or ability to complete within 90 days
- Experience with risk identification and management
- Extensive previous experience as a Project Engineer or equivalent

**Preferred Education and Experience**

- Bachelor's Degree in Construction or Civil Engineering, Construction Management, Architectural Engineering, or equivalent
- Valid Driver's License and ability to obtain company approved driver designation
- Prior experience with a general contractor/construction manager on commercial building projects of significant construction value
- Experience with Textura or other construction invoicing software
- Experience developing and delivering presentations
- Experience using Rental Results or similar equipment ordering software
- Experience leading and developing a team of direct reports
- Experience or certification for LEED/sustainable building practices
- Lean Construction experience, including the Last Planner System
- OSHA30 training completion
- Experience recognizing building code and insurance requirements
- Experience using Building Connected
- Experience using ASTA or other project scheduling software
- Experience with workforce planning

**AAP/EEO Statement**

H.W. Houston is an equal opportunity employer.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.