# JOB DESCRIPTION

## SENIOR PROJECT MANAGER

KRUSINSKI CONSTRUCTION COMPANY

**Reports to:** Director of Operations
**FLSA Status:** Exempt

**Job Summary:**

The Senior Project Manager (Senior PM) assumes responsibility for large revenue, complex projects or high volume of multiple projects inclusive of planning, cost control and forecasting. The Senior PM establishes project and team objectives and fosters client relationships by clearly setting and communicating achievable expectations.

**Job Scope and Essential Functions:**

- Procure new sales leads and opportunities; meet annual sales goals
- Establish project profitability expectations to ensure the financial success of the project and meet or exceed this expectation
- Participate in prospective client presentations
- Attend and commit to industry related organizations
- Mentor PEs, PMs and PCs
- Assist with owner contract negotiation
- Set-up jobs by evaluating scope/proposals and executing subcontracts
- Attend all owner meetings and ceremonial events
- Represent KCC at all times in such a manner that enhances the reputation of the firm
- Ensure safety, quality and risk management and exhibit personal behavior that demonstrates commitment to safety
- Complete financial, insurance and subcontractor requirements in a timely manner
- Manage document management on a monthly basis
- Direct the close-out process to meet contractual agreements

*Role Competency:*

- Account management: expand sales with existing clients, establish new business opportunities, focus on customer service, develop relationships with key decision makers
- Judgement: sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, makes difficult decisions, uses consensus when possible, communicates decisions to others

- Managing for results: sets challenging and productive goals for team, keeps team accountable for actions, provides leadership and motivation, tracks progress, sets up systems and processes to measure results
- Negotiation: conducts positive negotiations, ability to compromise, handles conflict, seeks common ground, articulates goals, stays focused on positive outcome
- People development: provide coaching and feedback through mentoring role
- Perseverance: remain constant, align goals with Company strategy, positive attitude, high regard for oneself and others, overcomes obstacles with integrity, motivated to achieve

*KCC Core Values:*

- Reputation
- Teamwork
- Caring
- Do The Right Thing
- Whatever It Takes
- Fun

*Qualifications:*

- Bachelor's degree in engineering, architecture or construction management
- Professional designations desirable (LEED, ASHE, CPM)
- OSHA 10-hour (or advanced)
- 10+ years' of construction experience as a Project Manager
- Has mastered the duties and responsibilities of a Project Manager

*Technology Skills:*

- Microsoft Office Suite
- Microsoft Project
- Procore
- Bluebeam
- AutoCad (recommended)

*Physical Demands:* is capable of driving short and long distances to visit project sites, capable of walking project sites including demands of ladders, uneven terrain and challenging weather conditions, may travel to out of town project sites via automobile or airplane

*Working Conditions*: 80% office environment and 20% field environment