
PROJECT MANAGER JOB DESCRIPTION

The Project Manager is responsible for all aspects of the construction project including procurement of materials and subcontractors, management of labor and the project schedule, enforcing safety policies, billing customers and following up on receivables, maintaining accurate projections of job costs, attending all job-related meetings and communicating with the Customer and Field Foreman regularly to ensure the project is completed on schedule and within budget and to the satisfaction of the customer. The roles and responsibilities of this position are as follows:

Responsibilities:

- **Project Start-Up**
 - Attend the project turnover meeting with Estimating.
 - Work with the Field Superintendent to ensure that the estimated production rates make sense and are achievable.
 - Work with the Field Superintendent to develop a schedule with the correct logic and flow.
 - Provide the Foreman a copy of the Contract Drawings/Plans/Addendums to review.
 - Provide the Foreman a copy of the Budgeted Labor Hours and Task Codes allocated for the project.
 - Hold a Pre-Construction meeting with the Superintendent and Foreman to review the project and address any questions or concerns the Foreman may have.
 - Setup job budget for entry in accounting software.
 - Create Schedule of Values for project billing.
 - Review contract documents for potential cost savings.
 - Negotiate with Vendors and generate Purchase Orders and Subcontracts.
 - Request, review and forward submittals for approval.
- **Project Implementation**
 - Upon receipt of approved submittals, release materials and equipment to ensure delivery within the schedule requirements.
 - Review contract documents and submit Requests for Information as necessary to ensure there is clear direction.
 - Produce and submit Change Order Proposals as necessary for solicited and unsolicited requests for pricing.
 - Visit the project and ensure that the work is being prosecuted within the constraints of the contract documents.
 - Request/Attend meetings as necessary to ensure there is ample communication and coordination between, CSV, our subcontractors, the owner's subcontractors and the owner's representative.



- Invoice the Owner/Customer monthly per the contract documents.
- Review and update Cost to Complete monthly.
- Maintain/Update project schedule monthly
- Analyze Job Cost Reports to identify potential cost overruns and make necessary adjustments to correct.
- **Project Close-Out**
 - Review punchlist and ensure timely completion of all defects.
 - Schedule owner training as required.
 - Ensure Operation & Maintenance Manuals and As Built drawings are completed and submitted prior to project completion.
 - Hold a Close-Out Meeting with the Superintendent, Foreman and Estimator to review final job cost.
- **General Duties**
 - Act as a liaison between CSV and our customer base.
 - Attend weekly company meetings and provide input on job status and open items.
 - Utilize construction software to manage and administer the projects.
 - Utilize Estimation to perform take-off and pricing for Change Orders.
 - Utilize Microsoft Office to produce letters, reports and other documentation necessary to prosecute the work.

Requirements:

- Ability to work with a team at all levels of an organization
- Strong organizational skills including attention to detail and multi-tasking skills
- Excellent written and verbal communication skills
- Strong working knowledge of Microsoft Office
- Proven management and leadership skills
- Prior experience in project management preferred
- Salary will be commensurate with experience

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at www.comfortsystemsva.com.

