



## Senior Project Manager Opening

Jeffrey Brown Contracting, LLC has an immediate opening for a full-time Senior Project Manager. The Senior PM is responsible for bringing their years of construction experience to oversee CM/DB/GC projects of varying sizes to a successful and profitable completion. A Senior PM is responsible for the administrative, financial, and technical management of the construction project and the coordination of all team members involved.

### **Duties and Responsibilities:**

#### *Preconstruction / Estimating:*

- Capable of leading a comprehensive preconstruction effort for a typical CM project including but not limited to cost estimates, cost studies, value engineering, scheduling, constructability reviews, site logistics planning, and cash flow projections.
- Capable of leading a comprehensive bid effort including but not limited to preparing and sending out invitations to bid, preparing a project manual, distributing bid documents as required, verifying bid coverage, setting up and utilizing estimate template. Comprehension and execution of all bid requirements including insurances, permits, MBE requirements, prevailing wage requirements, taxes, bonding requirements, and form of proposal.
- Develop comprehensive scopes of work as required for contracting a project.
- Conduct subcontract agreement negotiations with subcontractors to achieve the strongest contract for the project.
- Capable of formulating a Guaranteed Maximum Price.

#### *Construction:*

- Capable of leading a comprehensive construction effort for DB/CM/GC projects
- Act as the primary senior level contact with the client throughout the duration of the project
- Monitor project team deliverables for timely and accurate submissions as required by the project schedule and client
- Oversee project financials and schedule development and management
- Ensure accurate and consistent files and documentation are maintained.
- Lead timely close-out processes including punch list completion, warranty documentation and fulfillment, and as-built drawings.

#### *Personnel:*

- Management of project team members required for the successful execution of your projects.
- Provide mentorship to entry-level team members working on your projects.
- Provide coaching to team members to promote development and growth.
- Monitor all delegated tasks for accuracy, efficiency, and proper process.
- Monitor manpower requirements for your projects.

#### *Business Development:*

- Maintain relationships with previous and current clients, architects, and engineers you have/are working with.
- Join and actively engage in an industry related organization as a JBC representative.



### **Qualifications:**

- Must have at least 8-10 years of hands-on experience in the commercial construction industry with a general contractor or construction managements firm.
- Demonstrated ability to lead, coach, and train team members; monitor their work for quality and completeness; and foster a positive work environment that encourages the personal and professional growth of all team members.
- Demonstrated success in managing multiple projects and teams.
- Demonstrated high level of achievement in the areas of project management, estimating, scheduling, budget / cost control, negotiations, field supervision, and financial reporting.
- Excellent organization, leadership, analytical, and communication skills, including the ability to present complex information in a clear and concise manner, and to organize necessary resources, including people, materials, equipment, tools, and time to meet tight deadlines and achieve desired results.
- High functional ability to understand, interpret, and implement plans, specifications, and other contract documents.
- Demonstrated ability to professionally resolve escalated issues with clients, subcontractors, and other third parties in a timely manner.
- Substantial knowledge of and experience with solicitation, negotiation, award, and management of subcontracts, including without limitations, preparation of bid and subcontractor scope language.
- Understanding of scheduling logic / constraints.
- Proficient with construction management software (Timberline and Procore experience preferred).
- Substantial knowledge of AIA contract documents, and in particular cost plus GMP / Design Build contracts.
- Demonstrated a strong work ethic and a “can-do” attitude.

### **Benefits:**

- Competitive Salary
- 401(k) with Safe Harbor Match
- Health, Dental & Vision Ins.
- Health Savings Account
- Paid Vacation & Personal Leave
- Voluntary Disability Plans
- Employer Paid Life Insurance & AD&D Insurance
- Employee Assistance Program
- Internal & External Training Opportunities
- Pet Insurance

Jeffrey Brown Contracting, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetic information.

**Please email all resumes to Human Resources at [HumanResources@jbc.bz](mailto:HumanResources@jbc.bz) with ‘Senior Project Manager’ in the subject line.**