



## **TRE Project Manager**

### **Job Description**

#### **Purpose:**

A construction Project Manager (PM) is an official representative of TRE Construction. The PM is responsible for estimating jobs, procuring materials, coordinating subcontractors, pulling permits, scheduling the construction timetable and running a job to completion. The PM is also responsible for coordinating and collaborating with engineering, architectural, regulatory, and specialty companies associated with a job. The PM must communicate all construction details and updates with the client or client's representative. The PM also ensures that the construction project complies with all building codes and any other legal or regulatory requirements. In the event of encountering unforeseen developments or changes to the schedule or scope of work, the PM must develop the necessary Change Orders and convey and get approval for all changes to the original scope of work from the client. It is the responsibility of the PM to keep the client informed of the progress of the job on a weekly basis at a minimum. This position reports directly to the General Manager and the Director of Operations.

#### **Representative Tasks and Responsibilities**

- *Estimating*
  - Prepare estimates of the total cost of completing a job, including the manpower, materials, and subcontractor work to establish a budget.
  - Submit proposals to clients.
  - Audit estimates to ensure accuracy and incorporate feedback from findings into future estimates.
- *Planning/ Scheduling*
  - Determine how and when the work will be performed, including pre-construction work to be completed before building starts.
  - Develop a deliverables schedule to provide a guide for the construction team to use in order to finish the job in a timely and cost-effective manner.
  - Create schedules and keep the project on time.
  - Review the project in depth in order to be prepared to handle tasks that come up along the way.
  - If work is requested that is out of scope of the original agreement, create change orders and convey to the client and the company any added time to the original schedule.
- *Supervising*
  - Direct the efforts of the construction team, including subcontractors and suppliers in order to complete the project on time and on budget.
- *Coordinating Equipment and Material Deliveries*
  - Coordinate the delivery of all equipment and materials needed to complete the project so that minimum time will be lost waiting on additional equipment or materials once construction begins.
  - Prepare for and ensure the storage of all materials.
  - Track inventory.



- *Communicating*
  - Prepare weekly update reports via email to clients and TRE personnel that include change orders, job status, and anything else that may affect the progress of a job.
  - Immediately communicate any changes to the construction schedule to the client and TRE Management and project how they will affect timing, costs, and specify adjustments to be made.
  - Resolve any disputes between the TRE construction team, subcontractors or the client.
- *Administrative Procedures*
  - Comply with all of the TRE administrative policies including the responsible use of credit cards, vendor accounts, and the submission of all job receipts and sales records to the TRE accounting department.
  - Verify all time cards for employees on job sites and submit to the TRE Human Resources (HR) department weekly.
  - Submit all appropriate billing documents to accounting department in a timely manner.
- *Team Managing*
  - Create and maintain a positive and efficient work environment.
  - Document and report any TRE policy transgressions and/or employee commendations to the TRE HR department.
- *Job Safety*
  - Oversee jobsite compliance with TRE safety policies.

### **Skills and Qualifications:**

- Minimum 5 years of experience as a Foreman or above
- High School diploma or equivalent
- Must have understanding of construction terms, scheduling and planning concepts
- Proficient in Microsoft Word, Outlook, and Excel
- Excellent organizational, presentation, and interpersonal communication skills

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; fumes or airborne particles and outdoor weather conditions.

The noise level in the work environment is usually moderate.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.