



## **Senior Project Manager**

### **Job Purpose:**

Project manager is responsible in meeting his/her objectives and goals by overseeing and directing assigned projects and taking appropriate actions to ensure projects are completed on time, within budget and with defined resources. The Project Manager will ensure a safe working environment for all employees.

### **Primary Job Duties:**

The project manager leads and manages the project team, with the authority and responsibility to run the project on a day-to-day basis. Typically reports to the Construction, Vice President.

- Foster customer relationships and work collaboratively with all internal and external groups to effectively and efficiently meet clients' needs.
- Conduct timely and complete turnover meetings to transfer information from those who estimated the project to those executing projects
- Direct the pre-construction planning process, accurately scope out length and difficulty of tasks and projects, develop schedules, anticipates and adjust for problems and roadblocks, and collaborate with project foremen to proactively resolve construction problems
- Set objectives and goals with specific measures
- Effectively detail plan to procure and coordinate materials, equipments, tradesmen, and subcontractors to maximizes project profitability
- Establish costs for labor equipment, materials, subcontractors and other direct job costs
- Proactively monitor costs and react to variations quickly; monitor labor reporting system to effectively control productivity; ensure financial success of project
- Ensure timely billings
- Manage project risks, including the development of contingency plans
- Recommend methods and/or improvements based on project needs and resource capabilities.
- Ensure job site employees maintain a safe work environment by conducting safety audits.
- Challenge and empower project engineers with developmental experiences and decision-making; construct compelling development plans to advance their careers; inspire others to set and achieve challenging goals; maintain a deep talent bench.

### **Knowledge, Skills & Education Qualifications:**

- Technical skills and education:
  - Generally has at least 10 years of related project management experience including project budgeting, proposal review, design/value engineering, and project accounting.
  - Excellent knowledge of HVAC, plumbing and process piping, hydronics, refrigeration codes, equipment, materials, and installation process in pre-

construction, new construction, design/build, value engineering and other services are offered by Bruner

- Bachelor's degree in mechanical engineering or related field
- Prefer PE license
- Working knowledge of and ability to apply OSHA safety standards.
- A solid resume with a history of long tenures and a steady employment history

- **Personal and organizational skills include:**

- Ability to effectively organize and handle multiple complex projects under pressure at one time
- Provides the information people need to know to do their jobs and make accurate decisions
- Establishes and maintains effective relationships with customers and gains their trust and respect; dedicated to meeting the expectations and requirements of internal and external customers
- Sought out by others for advice and solutions; makes good decisions based upon a mixture of analysis, experience, and judgment
- Skillful negotiator in tough situations with both internal and external groups
- Bottom-line oriented
- Proactively identifies problems; can see underlying or hidden problems and patterns
- Imposes rigorous standards of excellence upon thinking; formulates clear and precise questions regarding a problem; assesses assumptions, test conclusions against relevant criteria and standards
- Uses time effectively and efficiently; sets priorities

**Computer skills:**

- Microsoft Office (Word, Excel, Outlook, Access Database)
- Microsoft Project
- Suretrak
- COINS, prefer