

Job Title:	Project Manager – Mission Critical
Reports to:	President/Owner

SiTESPAN is a solutions provider that specializes in the design, construction and operation of highly technical facilities. We are looking for individuals with 8-10 years of experience in mission critical construction management to join our team in Overland Park, KS.

Job Purpose

Project managers are responsible for the overall direction, coordination, implementation, execution, control and completion of assigned projects.

A SiTESPAN project manager is one who consistently delivers, on time and within budget, projects that far exceed client expectations. They diligently plan, organize, and manage work to reach goals and employ the best strategies for achieving desired results. SiTESPAN project managers always follow through on commitments, take personal responsibility for the quality and timeliness of work, and achieve results with little oversight. They consistently go above and beyond and adapt to changing needs, conditions, and work responsibilities. Our project managers effectively cultivate good team and group dynamics, demonstrate the **technical and practical expertise** for successful project completion, and display an ongoing commitment to learning and self-improvement. They have an aptitude for unique problem solving and the capacity to develop solutions that are beneficial to all team members.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Duties and Responsibilities

- Manage assigned projects from estimate through close out documentation
- Analyze project drawings and specifications to gain a full understanding of project scope, client goals and expectations, and resource requirements for each phase of the project
- Identify construction approaches and risks to ensure efficiency and mitigate exposure
- Solicit and coordinate subcontractor and supplier bids for labor, material and equipment
- Prepare accurate take-offs and final proposals on all assigned projects with varying degrees of complexity
- Plan and schedule project timelines
- Coordinate activities between client personnel, subcontractors, and suppliers to maintain overall project schedule
- Oversee activities of Site Supervisor on assigned projects
- Monitor and maintain quality assurance
- Manage client interaction and promote positive relationships
- Monitor project progress to ensure compliance with financial, operational, and/or scheduling requirements
- Gather information, develop solutions, and adjust to necessary changes in work sequences
- Evaluate and submit paperwork associated with the pre-construction, construction, and post-construction phases of a project (RFPs, RFIs, project schedules, submittals, change orders, punch-lists, operating manuals, etc.)
- Review project billings for accuracy and maintenance of a positive cash flow
- Evaluate subcontractor and supplier invoices against actual performance
- Manage subcontractor and supplier change requests by evaluating the legitimacy of such requests in terms of contractual requirements and validity of cost estimates
- Demonstrate a commitment to safety and enforce safety regulations

Core Competencies

- Critical thinking and problem solving skills
- Planning and organizing
- Decision-making
- Time management and prioritizing
- Attention to detail and accuracy
- Communication skills
- Influencing and leading
- Delegation
- Team work
- Client focused
- Conflict management
- Adaptability
- Stress tolerance

Education and Experience

- Bachelor's degree in Engineering, Construction Management or equivalent combination of technical training and related experience
- Minimum of 8-10 years of experience in mission critical construction management or senior project engineering role
- Experience in Mission Critical

Knowledge, Skills and Abilities

- Thorough knowledge and understanding of construction drawings, specifications, schedules, and means and methods
- Demonstrate innovative problem-solving and a strong analytical skills that can be applied to resolving complex job site situations
- Strong ability to prioritize and develop work schedules that incorporate multiple trades
- Maintain composure, professionalism and objectivity in difficult situations and effectively resolve conflict without escalating tension
- Demonstrate confidence in spotting construction productivity issues and taking action to resolve them expeditiously
- Excellent communication skills, both in writing and face-to-face
- Strong ability to build relationships, lead others into action, and work exceptionally well under pressure
- Demonstrate a strong knowledge of materials and resource allocation, construction tools, and execution according to plan specifications
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Knowledge of project management and scheduling software

Working Conditions

Project managers work from a main office or out of a field office at the construction site, where they monitor the project and make daily decisions about construction activities. Project managers encounter few safety hazards, but must be extremely cautious when working onsite.

Most project managers work full time, however, the need to meet deadlines and respond to emergencies often requires long hours. Frequent travel will be required depending on project location, especially when managing multiple projects. In some cases, project managers are required to temporarily relocate to another city or state during a project.

Compensation

Hourly wage or salary will be based on education and relevant experience. Employees are also eligible to participate in SITESPAN's discretionary bonus structure based on personal performance and project profitability.

Benefits

Health insurance premium allowance
Safe Harbor 401k retirement plan
Paid time-off
Professional training and development

Applicants can apply for this opportunity by emailing a resume to veronicawalton@sitespanllc.com.