



## Project Manager - Job Description

<b>Job Title:</b>	<b>Project Manager</b>
<b>Reports to:</b>	<b>Sr. Project Manager and or President</b>
<b>Preferred Location:</b>	<b>Major Metropolitan area with access to national airport hub</b>

SiTESPAN is a solutions provider that specializes in the design, construction, and operation of highly technical facilities in mission critical, financial services, industrial, energy and pharmaceutical industries. Visit our website at [www.sitespanllc.com](http://www.sitespanllc.com) for more information.

We are seeking individuals who strive to the best in what they do for a living; individuals who want to work around similarly driven people. SiTESPAN thrives on pursuing the difficult project, for which others shy-away from. We are successful at these types of projects, because we are a team of highly knowledgeable and driven people; people with unique backgrounds, life-interests, and who refuse to just earn a paycheck.

### Job Purpose

A SiTESPAN Project Manager is one who consistently delivers, on time and within budget, projects that far exceed client expectations. They must 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. A SiTESPAN Project Manager has the opportunity to work with other like-minded persons, as part of a high-performance team, NOT an under appreciated high-performer, among average performers.

Project Managers are responsible for the overall direction, coordination, implementation, execution, control and completion of assigned projects ensuring consistency with company strategy, commitments and goals.

### RESULTS

1. Achieve target client/revenue growth, by carrying Business Development leads through to successful execution of new projects
2. Translate the design documents into direction and performance, in partnership with the compiled project team of designers, subcontractors, and vendors.
3. Design and manage the complexities of project scheduling.
4. Forecast and help mitigate the risks of highly complex projects.

### KEY SKILLS

1. Attention to detail and accuracy
2. Communication/interpersonal skills

3. Relationship building
4. Monitoring the ever-changing needs of the client
5. Collaboration and team work
6. Time management
7. Planning and strategizing
8. Analytical thinking – adaptability

## KEY ATTRIBUTES

1. Visionary
2. Seeking growth, with a growth minded team
3. Client-focused
4. Knowledge and understanding of industry
5. Action-oriented/results-driven
6. Adaptability
7. Positive attitude
8. Ability and willingness to learn

## BIG 3 GOALS

1. Translate and monitor the financial, schedule, and quality goals of each project; to both create a successful project, and provide continuous reporting to team members and clients.
2. Support the project field and office staff, and Superintendent, through the course of each project.
3. Expand market awareness/presence, through the reputation of unique solutions, by exerting the skill necessary to prove there is a solution at every problem.

## VITAL FUNCTIONS

1. Develop new project financials, from the feed of business development efforts.
2. Work on methods for bridging the financial success of projects from the Negotiation Phase thru completion.
3. Develop a real perception of financial diligence in building project budgets; as perceived by the Client.

## VITAL PRIORITIES

1. Successful project execution; in budget, schedule, risk-control, and quality
2. Collaboration with other SiTESPAN team members, to help drive the company success
3. Professional development, to broaden and deepen personal skillsets

## JOB DESCRIPTION

The following is an overview of the responsibilities this position but does not represent the full breadth of activities:

- 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

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- 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
- Assist with client change control procedures
- Oversight of project MOP and SOP development
- 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 enforces safety regulations

*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.*

### QUALIFICATIONS

- Bachelor's degree in Engineering, Construction Management or equivalent combination of technical training and related experience.
- Minimum of 10 years of experience in Project Management or Senior Project Engineering role
- Prefer construction company background with a portfolio of data center/mission critical facility types

### 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.

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We track performance on the successful execution of responsibilities. Employees are expected to adapt their schedule and work location to the needs of the organization and clients while allowing flexibility to seek a good balance in their schedule.

### COMPENSATION

Salary will be better than market rate, based on education and relevant experience.

Employees are also eligible to participate in SiTESPAN's discretionary bonus structure based on personal performance and company profitability.

### BENEFITS

- Group medical, dental and vision insurance
- Flexible spending account (FSA)
- Voluntary life insurance
- Employer-paid long-term disability insurance
- Employee assistance program (EAP)
- Safe Harbor 401k retirement plan
- Better than average paid time-off
- Great opportunities for personal and professional growth

Submit your resume, along with a list of three references, to Jane Deitz at [janedeitz@sitespanllc.com](mailto:janedeitz@sitespanllc.com).

*SiTESPAN is an Equal Opportunity Employer that is fully committed to achieving a diverse workforce. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.*