

Job Title: Project Manager

Location: West Des Moines, IA

Salary Range: \$75,000 - \$100,000



**Design
Construct
Furnish**

At The Samuels Group, we recognize our employees are our most valuable resource. We are builders of structures and builders of long-lasting relationships. Our accomplishments must always be measured by a strong team of employees, their safety, and an unrivaled level of client satisfaction. We encourage and foster a work environment that embraces communication, respect and recognition. Within this environment, The Samuels Group employees flourish, taking projects to the next level. In addition to offering a history of quality, The Samuels Group provides a passionate, energetic, and dynamic supportive culture where employees can continue to grow.

Position Summary: Demonstrated experience in managing project teams successfully through pre-construction and construction process. Creates and manages the project budget and schedule and has comprehensive knowledge in the day-to-day execution for assigned projects including managing, coordinating, controlling, supervising all personnel including subcontractors to ensure the highest standards of ethical conduct. In conjunction with the superintendent, leads the project team.

Principal Duties and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Assist senior management to develop the rapport between The Samuels Group and the project owner.
- Review project plans and specifications for constructability, cost feasibility, and advise project team of any issues and/or deficiencies.
- Assist Estimating Department, for their assigned projects during trade contract bidding process and review final estimates with the project team.
- Review bids to ensure that all items are included, exclusions are understood, and the bid is complete and conforms to the specifications.
- Expedite project trade contractor/supplier buy-out.
- Prepare scope of work matrix for all trade contractor/supplier contracts and review the scope of work, schedule and performance expectations including workforce utilization goals prior to the award of the contract.
- Work with Project Administrator on trade contractor/supplier log.
- Assist the Superintendent in preparing and updating the detailed construction schedule.
- Prepare all project cost codes, budgets, cash flow reports and production units for the project.
- Confirm total cost budgets, with contingencies, tie to the project contract amount.
- Review shop drawings, RFI's and ASI's (all change orders) for coordination and implementation per project requirements.
- Prepare letters of intent with trade contractors, manage the trade contract process.
- Ensures a timely submittal process, review and execution of project changes by the owner and trade contractors.
- Understand all the project plans, specifications, and details throughout the project duration.
- Lead weekly site progress meetings held with the owner, architect, and key trade contractors.
- Prepare and ensure accuracy of all monthly pay applications to Owner.
- Collects, in accordance with the contract, all invoiced project amounts due from the owner and manage the project's cash flow.
- Manage and control all project costs.

- Reviews and approve all trade contractor/supplier payment applications. Assist in collecting supplier and trade contractor lien waivers to ensure all payments are properly disbursed.
- Ensure field/office policies, instructions, and procedures are communicated to project personnel - including trade contractor personnel.
- Lead project estimate review, start-up, monthly interim, and close out meetings. Generate minutes of all meetings within one week of the meeting conclusion in collaboration with Project Administrator as needed.
- Ensure project logs (i.e., shop drawings, RFI, ASI, OCO, etc.) are updated and current for every progress meeting.
- Confirm procedure and schedule for submittal of O&M manuals, closeout documents and project warranties must be in place before the project work is 50% complete.
- Prepare final written analysis on project profitability, profit enhancers, profit busters, and project problems for discussion in the closeout meeting and the permanent project records.
- Prepare project cost report for inclusion into company historical database within a CSI format and breakdown established by company standards for project type.
- Initiates and reviews closeout procedures with the project Superintendent, owner and architect before trade contractor work starts.

* * Proficient in Microsoft Office, P6 Professional, Primavera Contract Management, Procore, or alike. * *

Knowledge, Skills, and Abilities:

- Bachelor's degree in Construction Management, Architecture, Engineering, trade school, comparable training or the equivalent combination with 5 -10 years of relevant work experience in the construction industry.
- Direct work experience in lieu of formal education is acceptable.
- 5+ years of managerial and supervisory experience preferably in a construction industry.
- Successful completion of multiple projects in excess of \$10m+ desired.
- Progressive responsibilities in the areas of estimating, project management and field knowledge.
- Ability to determine and prepare project schedules with understanding of the construction process.

Working Conditions:

In a typical 8-hour workday, employee will usually; sit at least four hours, stand at least two hours and walk at least two hours. Employee's job requires occasionally to; bend/stoop, squat/crawl, climb 30-60 ft., reach above shoulder, crouch/kneel, balance, push/pull, lift/carry up to fifty (50) pounds, exposure to marked changes in temperature and humidity, exposure to dust, fumes, gases and noise sometimes over 85 DBA and Working on open high locations. Employee's job frequently requires using hands for repetitive action such as simple grasping and manipulating and being around moving machinery. Work hours are generally during normal business hours. However, unscheduled evening and weekend work may be necessary to meet the needs of the organization. Out-of-town and overnight business travel may be required.

Benefits: Health insurance, Dental insurance, Vision insurance, Health Savings Account with employer contribution, Employer sponsored life insurance, Employer sponsored short-term and long-term disability, supplemental benefit options, Robust paid time off program, 401(k) with employer matching, Tuition reimbursement, Professional development assistance, Life insurance, Employee referral bonus program, Employee assistance program, Employee-driven wellness program and culture club, Flexibility, Work environment that encourages employee well-being and family/work balance

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