



Job Opening - **Project Manager**

Position Status: Full Time

Employee Classification: Administrative

Regular Work Hours: 8:00 a.m. to 5:00 p.m.

Accountable to: VP of Operations

Accountable for: Superintendent on Assigned Job(s)

Position Overview: The overall responsibility is to construct a project within the established time and budget provided following all company policies and procedures.

Overview of Responsibilities:

- Maintain a sense of urgency.
- Maintain winning attitude: Positive approaches.
- Follow project start-up checklist.
- Follow company standard filing system.
- Review and process all submittals.
- Price and process all proposal requests.
- Prepare all prime change orders and give to Operations for review.
- Prepare Sub change orders (Prime 1st, Sub 2nd).
- Review, critique & process superintendent weekly schedules.
- Process applications for payment.
- Run subcontractor preconstruction meetings.
- Coordinate/run/attend OAC meetings.
- Prepare meeting minutes from every meeting.
- Review job cost reports weekly for overruns and make corrections.
- Prepare monthly job cost forecasts.
- All reports to VP of Operations timely and materially accurate.
- Review and approve job related small bills and invoices.
- Document all cost changes.
- Document all plan changes.
- Coordinate the RFI process between the field and architect.
- Play a role in jobsite safety and coordinate with VP of Operations and Safety consultant.
- Prepare and update schedules.
- Visit job sites weekly.
- Perform estimating duties as required.
- Play a role in pre-construction activities as required.
- Be available and prepared for project interviews and RFP's with potential clients.
- Be consistently involved and active with civic organizations.
- Follow closeout procedures.

Minimum Qualifications:

- Bachelor's Degree in Construction Management, Engineering, or related field, or equivalent combination of education, training, and experience.
- Proficiency in computer applications, preferably Microsoft Office
- Written & verbal communication skills.
- Demonstrated ability to take a leadership role on projects from start to finish.
- Proven consistent track record of successful projects/project management.
- Demonstrated ability to properly set up projects with excellence.
- Strong fundamental knowledge of budget setup, management and tracking.
- Demonstrated ability to develop project schedules and manage from beginning to end.
- Proven track record of proactive approach to problem resolution and issues management.
- Demonstrated relationship skills: seen by the Field personnel as a leader in the management of the project and proactively support the Field in the short and long term planning/management of the project.
- Demonstrated ability to successfully manage more than one project at a time.
- Proficient in running project-related meetings, including Progress, OAC, and pre-installation meetings.

Characteristics: Disciplined; dedicated; motivated; determined; problem solver; detail oriented; people personality; committed; team player; planner; customer oriented; willingness to be managed; community service involvement; self-starter; and sense of urgency.

About Harmon:

Harmon Construction has been providing Construction Management, Design-Build and General Contracting services to a variety of clients for 30 years. Specializing in commercial, industrial, healthcare, senior living and faith based construction; we are passionate about working with customers from "concept to completion." Our professional staff of estimators, construction engineers and support personnel have a high degree of character and competency, which has enabled us to become one of the most respected builders in the region.

Headquartered in Olathe, Kansas, we work predominantly in the Kansas City metro and surrounding area. We strongly believe in **relationships before buildings** and deliver on our promises; it's a time tested approach to business that has served our clients, associates and shareholders well.

Interested?

Send Qualifications/Resume to Christina Beard, cbeaird@harmonconst.com

harmonconst.com • 18989 W 158th Street • Olathe, KS 66062 • p 913.962.5888 • f 913.962.5896