



## JOB DESCRIPTION

### PROFILE

JOB TITLE: Senior Project Manager  
REPORTS TO: President  
CLASSIFICATION: Salary / Exempt, Full Time  
REVISED DATE: July 2022

### JOB SUMMARY

The Senior Project Manager position will be responsible for taking multiple construction projects from start to finish, with the ability to work on several projects simultaneous ranging from \$100k—\$20M. S/he acts as the client's agent in delivering PM services for clients in the areas of procurement/contract management, risk management, project controls, quality management, construction management, project closeout and acceptance, and operations/maintenance. In addition to managing projects this position will be expected to provide analytical support in analyzing construction claims.

### RESPONSIBILITIES

- Serve as the primary contact with the owner, contractor, and subcontractors
- Evaluate construction progress and team performance to ensure projects are built on schedule and within budget, including monitoring of job profitability
- Read and interpret complicated contract documents, and have the ability to apply this knowledge in effective and timely problem solving, assessing impacts to the client
- Manage bidding processes, develop bidders lists, with established awareness of local market capabilities
- Proactively and routinely resolve issues of substantial financial impact, minimizing risk on behalf of the client
- Write and review changes orders, manage monthly payment applications, project closeouts and all related activities
- Initiate and maintain liaison with client and A/E contacts to facilitate successful project execution. This includes attending client-initiated meetings and ceremonial events
- Resolves complex construction project related issues, disputes, and disagreements
- Develop a deep understanding of full range of Hainline services, and identify new work opportunities and potential clients
- Participate in project acquisition, from proposal input, project approach and client interviews.
- Research and analysis of project cost records, schedules, contractor production rates, and costs using various software packages
- Assist in data gathering activities including document review and supervision, and quality control
- Preparation of labor productivity studies

- Preparation of technical reports

## PREFERRED SKILLS AND EXPERIENCE

- Experienced project manager handling the design, construction, to close out of projects
- Four-year degree in an accredited construction related curriculum. Architecture, Engineering, or Construction Management preferred
- Professional and Industry Certifications (e.g. PE, CPA, CFE, AIA, AACE, PMP)
- Demonstrated leadership skills, with the ability to train others and monitor their work for quality and completeness
- Excellent client relationship skills and references
- Strong verbal and written communications and negotiation skills
- Willingness to drive to different job sites, and a clean driving record
- Track record of successful business origination and project delivery to clients and attorneys within the construction industry
- Ability to present to groups of all sizes as a subject matter expert

## GENERAL REQUIREMENTS

- Ability to lift 50 pounds, such as a box of records, is required
- Ability to sit at a workstation and perform data analysis is required
- Ability to walk, stand, climb stairs and ladders, and navigate uneven terrain throughout construction sites for up to 10 hours a day is required