Job Title: Project Manager
Reports To: VP Field Operations/VP Operations
Department: Operations
Salary: $95,000 - $150,000
Status: Salaried, Exempt
Benefits: After 60 days of employment
Date of Hire: Immediately

Job Type: Full Time

General Purpose

A Project Manager for Sky Blue Builders, LLC is responsible for all administrative and coordination functions for multiple projects. The position requires the individual to be involved with the project development at the earliest stages of negotiations or bidding to assure continual control. The Project Manager works closely with the Superintendent; together they are jointly responsible for building and managing the team of employees and subcontractors to affect the entire construction process including all components. The Project Manager is also a critical component of the design process to guide the construction budget and schedule within the needs of the Owner. The Project Manager plans, directs, and coordinates activities of designated project to ensure that goals or objectives of the project are accomplished within prescribed time frame and funding parameters by performing duties personally or through.

Duties and Responsibilities

- Provides input and supervises all pre-construction services such as purchase orders, subcontracts, schedules, job cost set-up and project pre-planning.
- Reviews shop drawings for compliance with contract documents.
- Reviews project proposal or plan to determine time frame, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
- Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel.
- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Monitors and ensures quality control and coordinates activities of project personnel to ensure project progresses on schedule within prescribed budget.
- Reviews status reports prepared by project personnel and modifies schedules or plans as

required. Prepares project reports for management, client, or others.

- Confers with project personnel to provide technical advice and to resolve problems.
- Coordinates project activities complying with government regulatory or other governmental agencies.
- Manages one or more Project Superintendents. Is responsible for the overall direction, coordination, and evaluation of this unit. Also may directly supervise one or more non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Skills, Knowledge, Qualifications, & Experience

- Strong computer skills a must.
- Minimum 5 years' experience in the commercial building industry
- Knowledge of the commercial construction process and experience with scheduling a must.
- Must be able to commute to Denver Metro Area, achieve a DEN security badge and pass a background check for security clearance (no felonies in the last 10 years) and/or GSA SF85 Public Trust Clearance.
- Experience with performance management of vendors a plus.
- Organized and diligent with a strong work ethic; good customer service attitude and personable
- Experience with technical (i.e. job specific reports such as safety and quality plans etc.) and submittal writing, and submission as well as field verifying procured product for compliance with approved submittals a must.
- Meeting coordination and budget monitoring are preferred.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to read and understand architectural drawings.
- Experience working in the government realms of construction a plus but not required.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- The employee in this job must be knowledgeable about and follow the company's safety policies and procedures as described in the company safety manual.
- Experience with Procore preferred but not required.
- Experience with BIM 360 preferred but not required.
- Experience with P6 Primavera scheduling software preferred but not required.
- Experience with Microsoft Project scheduling software required.
- Experience with Bluebeam required.
- Experience in a diversity of project types.
- Motivational leadership to others in the Company.

Benefits

- 401(k) matching
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off (PTO)
- Professional Development Assistance

Sky Blue Builders is an ESOP company (employee stock ownership plan) that gives workers ownership interest in the company in the form of shares of stock.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principle job elements essential for making compensation and employment decisions. Sky Blue Builders reserves the right to modify or change the duties or essential functions at any time.