

PAN-PACIFIC PLUMBING

Job Description

Project Manager

Purpose:

It is the function of the Project Manager to supervise and coordinate the project in order to complete the work safely, on time, within budget, and to the highest quality standards.

Duties and Responsibilities:

1. To ensure that each project follows all safety rules and regulations required by the Pan-Pacific Plumbing Safety Program, the General Contractor's Safety Program, and Cal-OSHA.
2. To develop a schedule for all Pan-Pacific Plumbing activities within (10) days of an award, and sooner if for bidding purposes. Secondly, the schedule must be man-loaded with optimum crew sizes. Work with the Superintendent to develop this.
3. To develop a schedule of values (working with the Estimator), which allows for the maximum positive cash flow for the life of the project. This shall be completed within fifteen (15) days of award, or per the terms of the Contract.
4. To develop the Submittal Log for each project within ten (10) days of award. This must be issued to and coordinated with the Purchasing Department. Work closely with the Purchasing Dept. and develop a list of equipment and material that will be needed for the project. This should be done within five (5) days of an award. Also assume joint responsibility for all P.O.'s as far as terms and accuracy.
5. Ensure that all submittals are submitted within thirty (30) days of award or sooner if required. Shop drawings must be submitted within the time allotted in the schedule.
6. Read and understand our contract with the Customer, as well as the contract between the Owner and the General Contractor. Comply with the terms of the contract.
7. Become fully familiar with the contract documents, specifications, project logistics, and geographic area of the project.
8. Develop a quality control program, or enforce any existing ones in effect.
9. Participate in coordination drawing development between Pan-Pacific Plumbing and the other MEP subcontractors.

10. Attend weekly meetings with the general contractor in order to stay familiar with any schedule or logistical changes.
11. Maintain excellent relationships with our Customer, the Owner, the Architect, the Engineers, and the other subcontractors.
12. Provide all cost and schedule information on a monthly basis at the Monthly Profit Plan Review. Attend all Pan Pacific Plumbing Project Manager Meetings and Staff Meetings as well.
13. Provide work-in-place projections for each project each month in order for the company to level of its cash flow demands/needs. Also provide monthly manpower loading information.
14. Provide oversight to the Project Foremen to ensure that the optimum (most efficient and productive) crew size is maintained on the project.
15. Protect Pan-Pacific Plumbing's financial interest at all times.
16. Negotiate change order pricing on each project. Expedite the pricing of same and then obtain the best possible turnaround time for the issuance of change orders to allow for timely billing.
17. Make sure all billings are turned in on time and approved every month for each project. Similarly, follow up to insure timely payment.
18. Provide performance evaluations for subordinates up to twice a year.
19. Be aware of, and insure that all contractually required notifications are submitted within the stipulated time frame of the contract.
20. Ensure and enforce all Company Programs and Policies including, but not limited to: Safety, Diversity + EEO, Harassment Avoidance, Purchasing, etc.
21. Make sure our subcontractors are up to date with their insurance requirements as well as being sure that all other insurance requirements are in effect.
22. Be responsible for maintaining all correspondence, notices, change orders, and any other pertinent contract documents in the project files.
23. Take an active role in claims management and documentation for any insurance matters, particularly workers compensation type issues.
24. Work closely with upper management to assemble any cost or schedule related data required for equitable adjustment requests or claims against the contract.

25. Develop the project budget, broken down by system, by floor, by task, such that we can accurately track our costs on a weekly basis. Work closely with the Estimator. This must be done within ten (10) days of an award.

Qualifications:

1. At least four (4) years of apprenticeship training or formal engineering education and at least five (5) years of construction experience.
2. Extensive knowledge of construction costs, scheduling, estimating, engineering principles, plumbing systems, and accounting systems. Also proficient at reading contract drawings and specifications.
3. Demonstrated management, leadership, and interpersonal skills.
4. Ability to communicate well, both verbally and in writing.
5. Ability to resolve conflicts and solve problems.
6. Ability to be well organized and oversee multiple projects.
7. Above average computer skills, including Word and Excel. Ability to utilize scheduling and cost software programs.
8. Must be physically agile and able to climb ladders, access and egress trenches and/or attic spaces and/or confined spaces.
9. Must maintain a valid California driver's license in good standing due to required travel to and from multiple project locations around southern California.