



Organization Name: Pro Con, Inc.

Organization Web Site: <http://www.proconinc.com>

About our Organization: The foundation for Pro Con, Incorporated was established in 1935 by the Stebbins Family. Three generations later, with a steadfast commitment to professionalism, customer service and quality in all aspects of our work, the company is one of the leading design build and construction management firms in New England. Pro Con, Inc. offers a full complement of design and construction management services for commercial, industrial and institutional projects throughout New England and the North East. To learn more about PCI visit our web site at www.proconinc.com.

Job Description: Sr. Project Manager – Construction

Responsibilities:

As a member of the Project Team the Project Manager is responsible for coordinating and managing the resources throughout the entire project from start-up through closeout to ensure that the Owner's expectations, budgetary guidelines and the strategic goals of PCI are met. The over arching goal of the Project Team is client satisfaction and a quality end product.

- **Manage the project from beginning to end including schedule, cost, resources and general performance**
- **Communicate project information to field supervision, specialty contractors and vendors to assist them in working within the project schedule**
- **Represent PCI and build effective working relationships with the project owner(s), architects, consultants and government authorities**
- **Administer financial responsibilities of the owner's contract, subcontracts, and purchase orders**
- **Interface with the PCI project team, particularly the Project Executive and Superintendent to coordinate and ensure project success**
- **Implement corporate policies and procedures related to the project**

Duties:

- **Review and understand the general contract, contract documents and budget estimate**
- **Create, review and validate schedule of values, project logs, plans for project safety and mobilization with project team**
- **Maintain and manage all purchases, delivery schedules, change orders, shop drawings, document control logs, owner, architect and subcontractor correspondence**
- **Coordinate the project start up including; executing the buy out, defining scope of work, authoring Exhibits, ensuring coverage and developing project schedules**
- **Attend all scheduled project meetings as needed to monitor and manage the project**

- **Manage requisitions and payments including lien releases and payroll to maintain best possible cash flow throughout the project and to communicate issues proactively**
- **Work closely with the project coordinators to insure accurate accounting on all aspects of the project and accurately forecast project budgets**
- **Manage and develop the project list of qualified subcontractors**
- **Manage the preparation and assembling of proposals**
- **Manage with project superintendent field changes, RFI's and client change orders**
- **Oversee a safe and secure site work environment by following and enforcing standards and procedures; complying with legal regulations.**
- **Confer with Project Executive, owner, contractors, and designers to discuss and resolve matters such as work procedures, complaints, and construction challenges**
- **Evaluate construction methods and determine cost-effectiveness of plans**
- **Interpret and explain plans and contract terms to project team, field personnel and owners and/or owner representatives**
- **Investigate damage, accidents or delays at construction site to ensure that proper procedures are implemented**
- **Facilitate contract documents regarding O/ M manuals and close out procedures**
- **Other duties as required**

Qualifications:

Knowledge:

- **Solid understanding of design build and construction management delivery systems**
- **Solid understanding with all phases of construction operations including project activities, construction technologies and jobsite management**
- **Experience with public safety and security policies, procedures and strategies to ensure protection of people, data, property, and institutions**
- **Extensive knowledge of scheduling and estimating**

Skills/Abilities:

- **Must have strong interpersonal skills and the ability to communicate with the variety of project team members**
- **Demonstrate strong written and oral communication skills**
- **Possess active learning, listening, critical thinking and complex problem solving skills**
- **Ability to coordinate, negotiate, and motivate with diverse cultures**
- **Possess quality control analysis and time management skills**
- **Proven computer and technology skills (Microsoft Outlook, Microsoft Project, Expedition and Timberline desired or equivalent)**
- **Ability to prioritize assignments based on critical deadlines**
- **Ability to analyze and construct details as indicated on drawings and if necessary, provide/create new methods to accomplished the work.**

Education/Experience

- **10+ years of experience with commercial institutional and/or industrial projects in the \$15M+ range**

- **Bachelor's Degree in construction management or equivalent experience and or degree/s**

Corporate Office: Manchester, NH

Other Information:

office location - 1 hour North of Boston, Exit 9 North off I-93

office location - 5 minutes from I-93

Starting Salary: Commensurate to experience

Benefits:

- **401k with employer discretionary match**
- **Dental Insurance**
- **Health Insurance**
- **Life Insurance**
- **Short Term and Long Term Disability**
- **Holidays**
- **Vacation**
- **Profit Sharing Bonus**

How to apply:

- **send resume by fax to 603-518-2189**
- **email to hr@proconinc.com**
- **visit our web site at www.proconinc.com**
- **mail to 1359 Hooksett Road, Hooksett, NH 03106, Attn: HR Dept.**