



BW CONSTRUCTION

PROJECT MANAGER (FULL-TIME)

Position Description: Responsible for overseeing and managing all the aspects of construction project, from initial planning through to completion. Will ensure that the project is completed on time, within budget, and meets the desired quality standards.

Reports To: Director of Construction

Duties & Responsibilities:

- Responsible for day-to-day management of multiple construction projects at BW Construction.
- Supervision will require working daily from the corporate office and site visits as required to perform duties.
- From time to time your duties may require you to work full time onsite.
- Integrate and manage files into Procure Software Management including but not limited to drawing files, specifications, submittals, RFI's, meeting minutes, permits, and safety related reports.
- Establish submittal log for assigned projects and update weekly until all submittals are received from project team.
- Perform subcontractor buyout reviews of scope. Formulate Exhibit A specific scope of work document for subcontracts.
- Collect, manage, and review subcontracts for schedule of values during contract review for integration into subcontracts.
- Write and execute subcontracts for subcontractors assigned to construction projects.
- Pull necessary permits for projects assigned to with local utility companies.
- Establish purchase orders for reoccurring services associated with job such as dumpsters, trailers, jobsite cameras, toilet facilities.
- Ensure all contracts are returned from subcontractors, and executed within (14) days of sending out contract.
- Collection of all COI, W-9, and bonds from subcontractors and turnover to CFO for review.
- Formulate overall project schedule after conducting subcontractor interviews during buyout to establish construction schedule duration.
- Maintain and update overall project schedules with project team weekly.
- Formulate and carry out 4-week look ahead schedule with subcontractors and project team.
- Conduct and report in Procore subcontractor meeting minutes, OAC Meetings and any other meetings needed.

- Ensure all necessary inspections take place on jobsite.
- Fill out and maintain daily logs in Procore if working.