

Title: PROJECT MANAGER
Reports to: SENIOR PROJECT MANAGER
Annual Salary: DOE

Since 1993, Cornerstone General Contractors, Inc., has fostered a flexible approach to commercial construction based on cooperation, innovation, and accountability. A 100% Alaskan owned, managed, and staffed company, our team includes experienced personnel with the education, training, experience, relationships, and resource capacity to handle multiple projects of all sizes across the state.

JOB OVERVIEW

The Project Manager will lead, manage, and optimize Cornerstone's unique project startup and project management process. The Project Manager will also assist with business development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Project Management

Accountable for:

- Overall project team success and customer satisfaction.
- Setting the pace of the projects and lead by example to show the project teams how to treat clients, design partners, subcontractors, and our own crews.
- Integration with the Project Superintendent to maximize project coordination and efficiencies.
- Prime Contract review and negotiation.
- Meeting project financial performance targets.
- Draft and review all subcontracts/material contracts prior to sending.
- Project Accounts Receivable Collections
- Gross Profit Results – Construction team performance.
- Overall Risk Management (Mitigating Performance Risk on Self-performed and Subcontractors/General Public).
- Safety Risk Mitigation integrate weekly team inspections regarding safety and deficiencies.
- Updating Project Forecasts.
- Attend project meetings.
- Create Project control budget with project team and review prior to entry into accounting.
- Provide preconstruction services as required per project specific contractual obligations.
- Utilize an effective "Closeout Plan the Plan" to ensure all closeout areas are adequately covered and assigned to the team.
- Ensure quality issues are addressed timely and implement changes to eliminate re-occurrence.
- Project submittals and RFI's.
- Change Management (cost proposals from subs and submitting PCO's to owner)
- Assist Project Superintendent with creating and updating the project schedule.
- If no Superintendent on the project, Project Manager is responsible for the project schedule.
- Perform additional duties to meet Cornerstone's needs.

In additional to the above functions, the Project Manager will:

Support Pursuits

- Quantity survey as assigned.
- Sub solicitation as assigned.
- Workplan development
- Peer review of preconstruction estimates prior to turnover.
- Support pre-bid/proposal project schedules.
- Represent the company for the project with the client/design team during pre-construction.
- When necessary or beneficial, may perform the duties of estimate manager.

Business Development

- Building effective relationships with customers, design team, subcontractors, suppliers, and user groups that reflect and support company core values.
- Being the face of the business
- Finding potential new clients and developing the relationships with them
- This could be finding them and assigning a PM that we think fits better with them.
- Nurture existing client relations
- Seek out new project opportunities.

Mentorship

- Help and navigate all staff to grow in their roles.
- Create safe and friendly environment for employees.
- Assist an empower employee to utilize software and technology provided.
- Find certifications that fit our culture and encourage our people to pursue them.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is required to use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch. The employee must lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. Additionally, the employee should have sufficient mobility to climb ladders, access tight spaces, and generally inspect concealed, but accessible spaces within existing buildings.

WORK ENVIRONMENT

Office and field, including travel statewide.

SUMMARY OF BENEFITS

1. Competitive salary and employee bonus program.
2. Medical, Vision, Dental insurance *paid in full for employee, spouse and kids* (If applicable).
3. 401K plan with 2-5% matching.
4. PTO policy and following Holidays: Christmas Day through New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday after Thanksgiving.

APPLICANT INSTRUCTIONS

To be considered for this position, you must email an introductory cover letter identifying areas of specialization and résumé with three professional references to resumes@cornerstoneak.com