



PROJECT MANAGER

Department: Rush Commercial Construction
Reports To: Director of Operations
FLSA Classification: Exempt
Last Updated Date:

Position Overview

The Rush Companies is looking for a Project Manager to join the *Commercial Construction* business who will provide leadership and technical direction for an assigned project. Rush Commercial Construction (RCC), specializes in the construction of: Class A office, medical and dental buildings, retail and multi-residential developments, and tenant improvements.

Company

The Rush Companies is a diversified real estate organization comprised of seven companies that work together to build and maintain communities. Since 1987, we have built structures and relationships that last, thanks to a commitment to exceed expectations at every turn. We are focused on building an exceptional future together by living our *Guiding Principles* on a daily basis. At Rush, we believe that if something is worth doing, it's worth doing right, which is why our team is made up of experienced, creative, problem-solvers who provide solutions our clients can count on.

Business Development

- Develop strong relationships with consultants, owners, and subcontractors
- Prepare written and oral proposals of all types
- Develop industry ties and participate in organizations
- Introduce yourself to public speaking (Toastmasters, Dale Carnegie, etc.)
- Take action on leads. Post to CRM and follow up appropriately
- When projects are underway, initiate work on the next opportunity (*be proactive*)

Estimating and Preconstruction

- Able to use Timberline Estimating for take-off quantities, compile estimate content and put together complete estimate
- Ability to develop concept level estimates, DD level estimates and GMP estimates.
- Use design decision log to track impact of owner changes on estimates between phases (conceptual, DD and GMP)
- Develop appropriate value-oriented options for cost reduction or to make project more constructible
- Accept responsibility for approval of estimates, whether constructed by PM or others
- Compile historical costs from complete projects
- Support subcontractor prequalification process and approve selections
- Drive a competitive but accurate subcontractor bidding process
- Establish appropriate contingency(ies) for each project

Organizational Improvement

- Volunteer to push company initiatives forward
- Coach, mentor, and trains others
- Come to meetings prepared to contribute

Contracting and Subcontracting

- Organize team for success and clarity around tasks and accountability
- Understand prime contract/ participates in drafting scopes or clarifications
- Draft subcontracts in timely and thorough manner (60-day goal)
- Cleans up all pco's monthly and converts to owner change
- Issues all subcontract co's within a month of getting approved owner change order
- Makes sure all subs are prequalified, capable to do the work and not overloaded with backlog
- Confirms that plans and specifications are adequate to construct project
- Knowledgeable about dealing with subcontractors that are out of contract compliance
- Firm but fair with subcontractors, reviews proposed co's, negotiates effectively
- Coaches subs to great performance

Project Management Skills

- Review and approve all schedules, make sure they are updated monthly at minimum, and develop work arounds when delays
- Understand constraints and durations of schedule activities; confirm subcontractors have reviewed and bought in. Tie contracts to realistic schedules.
- Prompt notification if owner is impacting job. Attempt to mitigate delay but protect Rush's interests
- Lead project OAC and sub meetings (delegate to Supt. as necessary)
- Assess personnel performance on projects, communicate appropriately to upper management
- Make sure project is well planned and coordinated. Oversee proper pre-project set up, trade prep meetings. Practice effective close out process. Capture lessons learned on each project
- Confirm that the superintendent is effectively managing resources in the field and handling variable costs such as clean up, dumpsters, hoisting, etc.
- Document and correct all QC related issues
- Understand safety rules and promote a safe workplace; be a role model
- Manage timely procurement and submittal process
- Manage timely resolution of RFI's, ASI's and CCD's
- Elevate issues of concern immediately to RCC management
- Issue owner billings accurately and timely
- Accurately process invoice
- Complete project on time
- Prompt responses to action items, owner and consultant issues, manages priorities
- Control third party rentals and work effectively with Sound Tools to optimize profit
- Obtain knowledge about client operations and use that knowledge to promote great outcomes for project and client

Cost Control and Forecasting

- Completes project under budget, full fee, maximizes fee opportunities
- Effectively and accurately manage budget and schedule. Report out to management by 15th of ea/month
- Capable of using all Procore software elements to ensure job outcomes
- Controls cash flow, make sure under billings do not occur

- Pursues prompt payment (30 day maximum on A/R)

Job Requirements

- BS in Construction Management or industry experience equivalent
- Minimum 5 years' experience as Project Engineer, Superintendent or Project Manager on commercial or multi-family projects

- ***Special Skills***

Proven written and verbal communication abilities; strong overall management, planning, problem solving and negotiation skills. Delegates work appropriately; proficient using computer applications, specifically Microsoft Office products, Microsoft Project, Procore and Bluebeam.

- ***Certifications and/or Licenses***

First Aid and CPR trained, CESCL, and 30 Hour OSHA

Compensation & Benefits

- Compensation: \$115,000 - \$130,000 (DOE)
- Benefits: Medical, Dental, Vision, Life Insurance, 401 (k), 401 (K) matching, FSA, HSA, Tuition Reimbursement, Referral Program, Employee Discount, Professional Development Assistance, Vehicle Allowance, Fuel Card, Paid Time Off and Bonus.

Our team members at The Rush Companies have a strong reputation for exercising integrity, good judgment and sound business practices in our dealings with clients, consultants, subcontractors and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

For more information about The Rush Companies or the application process, go to:

<http://www.therushcompanies.com/rushcareers>

How to Apply:

Please send cover letter and resume to jobs@therushcompanies.com or send via U.S. mail to:

The Rush Companies
c/o Human Resources
6622 Wollochet Dr.
Gig Harbor, WA 98335

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.

