



Position Title	Class / Location	Reports to
Senior Project Manager	Class I / All locations	Division Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	1/April/2023

**POSITION SUMMARY**

The Senior Project Manager is a critical project team member responsible for complete project risk management, proactively planning, contracting, oversight and general management of all project aspects, including oversight and management of multiple construction projects and project teams. This position is responsible for managing a single, large, and complex project or multiple projects, depending on the company and project’s needs. The Senior Project Manager will be a team leader assisting project teams in the day-to-day management including budgeting, change management, risk mitigation, planning, scheduling, and procurement oversight. The Senior Project Manager will identify, understand, and manage project risk and escalate issues to senior management including the Division Manager. The Senior Project Manager will provide leadership, mentorship, training and coaching for project teams as assigned. The Senior Project Manager will take ownership of their assigned construction project delivery, partnering with other project team members ensuring quality, safety, schedule, and budget standards are met.

Dedicated to The KNCC Experience; we bring our “A” game by rising to the challenge and doing the right thing. We are capable, caring, inspired and humble and focus on building a strong, vibrant future for every community we serve.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Oversight of multiple project teams or single large project team with multiple Project Managers to ensure all projects are properly staffed and meeting established milestones and benchmarks.
- Function as project team champion to ensure team is trained and knowledgeable in necessary project management and supervision processes, standards, and best practices to achieve project milestones and financial metrics.
- Proactively evaluate and managing areas of risk for each project’s financial position and continued relationship status
- Ensure timely submission of pay applications and management of divisional accounts receivable.
- Maintain a clear understanding of project closeout status on projects, providing oversight and direction as required.
- Maintain clear understanding of ongoing project status on assigned projects; provide oversight and direction as required.
- Work the project teams to intervene or intercede with situations that escalate and require executive level involvement and decision making.
- Communicate status and risk of assigned projects to Division Manager and executive team as needed.
- Develop and maintain subcontractor relationships and be the primary contact for pre-construction with assigned projects.
- Support the project teams to intervene or intercede with situations that escalate and require executive level involvement and decision making.

- Work with Business Development Manager to execute a Market Engagement Plan
- Assist Division Manager with mentoring project management staff, as well as performing or facilitating relevant training.
- Work in conjunction with Business Development Manager and Division Manager to generate, implement and track a Market Engagement Plan
- Develop and maintain executive level relationships with existing and prospective future clients within the industry.
- Develop and maintain executive level relationships with local subcontractor community.
- Ensure staffing levels are appropriate for ongoing workload and projected projects.
- Mentor project management staff, as well as perform and facilitate relevant training for all staff.
- Work with Human Resources on performance and salary evaluations, job postings, employee retention and other staff relational matters as they arise.
- Prepare and conduct performance evaluations to designated employees.
- Coordinate and/or lead regular project team meetings.
- Work with estimating department for bids, proposals, and interview preparation
- Work with General Superintendent and Safety Director to ensure safety compliance of assigned job sites and that safety meetings are conducted on an ongoing basis.
- Set up contracts, vendors, and services to support office functionality.
- Ensure regular fleet and equipment maintenance is performed on divisional equipment.
- Participate in, develop leads, and engage in business development opportunities in coordination with the Division Manager.
- Communicate project status to Division Manager.
- Ensure staffing levels are appropriate for ongoing workload at assigned projects.
- Assist with performance evaluations for all supervised employees.
- Understand the workings of public projects including prevailing wage reporting and certified payroll reporting.
- Assist in recruiting, interviewing, and hiring.
- Assist Division Manager with regular staff meetings and employee team building activities.
- Assist Division Manager with divisional office management duties.

#### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Bachelor's degree in Engineering or Construction Management and 10 years relevant management experience preferred, but not required.
- Experience leading project teams in design/pre-construction and construction processes.
- Proven successful leadership and/or supervisory role.
- Solid organization, written and verbal communication skills.
- Confident and professional while conducting project interviews and internal/external interactions.
- Must have a strong customer-oriented approach and a demonstrated professional demeanor.
- Efficient in time management, ability to multi-task and adhere to/meet deadlines along with a strong attention to detail.
- Advanced computer skills with MS Office Suite, MS Project, and Bluebeam.
- Experience with BIM/Navisworks/Autodesk preferred but not required.
- Proven presentation abilities, including the utilization of Power Point or Prezi.
- Experience with financial and construction project management software: Sage 300 CRE and/or Procore.
- Current driver's license and insurable driving record.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.