



Korsmo Construction

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Job Description

Job Title: Project Manager
Department: Project Management
Reports to: Senior Project Manager and Director of Project Management
Hours: Full time

General Description

Represent Korsmo Construction as a project leader and accomplishes the full range of PM duties for assigned projects. The position requires being primarily stationed at job sites, and occasionally in the office. Plan and execute successful project outcomes for assigned projects and clients. Examples of successful outcomes are timely buyout, timely construction milestones and completion, timely change order management, timely close-out, satisfied clients that want to work with Korsmo on their next project, and profitable work.

Essential Duties and Responsibilities

- Develop and manage schedules and budgets for each assigned project
- Lead project internal team meetings, subcontractor meetings, owner/architect/contractor (OAC) meetings, project kick-off meetings, and pre-installation meetings
- Participate in preconstruction activities, including estimating, value engineering, and constructability reviews
- Originate and track essential construction documents and protect the company's risk
- Lead monthly project reviews and recommend solutions for challenges and issues
- Negotiate and manage subcontractor agreements for accuracy and compliance
- Interact and manage positive client relationships and design partner relationships
- Manage labor tracking of self-performed work, report to the team, and change work strategy if needed
- Interact and manage positive subcontractor and supplier relationships
- Manage overall project quality control and assurance
- Resolve disputes, as necessary, within assigned authorization limits
- Manage timely subcontractor and client invoicing and ensure timely payments
- Manage and report all financial projections for all project costs
- Work with assigned accounting staff to manage subcontractor compliance tracking
- Oversee project closeout and manage timely completion, including O&M manuals, owner training, as-built documents, etc.
- Mentor team members, train project engineer(s), and assist in advancement and annual reviews of team members
- Reports regularly to the assigned senior project manager
- Participate in project interviews and contribute to project proposals as assigned
- Other duties as assigned



Minimum Requirements

- Undergraduate degree in construction management or related field, or equivalent experience
- Five to eight years of experience as a project manager
- Demonstrated leadership abilities
- Knowledge of the critical path method and familiarity with industry standard project management software
- Public speaking skills
- Proficiency with Microsoft Office software

Application

To apply for this position, please send your resume to **HR@korsmo.com**.