



## Job Description: Project Manager

Revision Date: 2018.01

Reporting Structure: To Operations Manager/Supervisor

Department: Operations

Direct Reports: No

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### **ABOUT COMPANY**

#### **PERFORMANCE SERVICES, INC.**

*Performance Services is a design-build engineering company headquartered in Indianapolis, IN that specializes in constructing and renovating schools, universities, and local government facilities to deliver optimal environments through both the Design-Build and Guaranteed Energy Savings procurement methods. Innovative solar and water systems are integral to our portfolio of services. The company has provided building solutions to customers since 1998 and is a leading qualified provider of guaranteed energy savings projects and ENERGY STAR labeled buildings. Markets served include Indiana, Illinois, Wisconsin, Texas, Missouri, Arkansas, Michigan, Kentucky, Florida, and North Carolina.*

### **POSITION PURPOSE**

The Project Manager position is critical to providing leadership on assigned projects in order to maintain positive customer relationships; front-line involvement with estimating and providing direct supervision to subcontractors in order to achieve a successful, safe project that is completed on time and within budget.

### **DUTIES, TASKS AND RESPONSIBILITIES**

#### **Leadership & Management**

- Provide overall leadership to the project team to ensure a safe, profitable & timely completed project.
- Conduct onsite meetings.
- Manage project team productivity.
- Confer with supervisors and all site staff to discuss such matters as work procedures, complaints and construction problems.

#### **Planning & Scheduling**

- Coordination of subcontractors and manage according to project schedule ensuring the corresponding talent available at the right times to meet necessary milestones & deadlines.
- Create and plan the schedule for each project.
- Understand & manage changes to the project plan
- Provide projections and manage changes due to weather, emergencies or other delays.
- Provide projections of materials, equipment & inventory.
- Provide reports on timeline, progress & adjustments.

#### **Oversight & Safety**

- Ensure quality construction exceeds company standards and proper industry techniques and processes are utilized, while ensuring the client's needs and wants are efficiently met.
- Ensure the project is constructed in accordance with the contract requirements.
- Ensure safety codes are adhered to onsite.
- Order, manage and oversee delivery of materials and equipment.
- Investigate potentially serious situations and implement corrective measures.



- Work with subcontractors to plan, organize and direct activities concerned with road and site construction projects.

### **Contracts & Permits**

- Provide overall contract administration throughout close-out of assigned projects.
  - Write and award contracts. (KM confirming if needs to be “review” or “collaborate on”)
  - Negotiate contracts with vendors & suppliers
  - Submit permit applications.
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- Ensure all legal requirements, building and safety codes, safety inspections, city guidelines, and local and state regulations are met.

### **Collaboration & Communication**

- Provide assistance in the estimating process to the Engineering/ Estimating team to help ensure accuracy.
- Proactively communicate between the customer and the project team to ensure that everyone is properly informed of necessary information.
- Maintain excellent direct communication with the project team to proactively manage potential site issues.

## ***BEHAVIORAL COMPETENCIES***

### **Core Competencies**

- **Integrity** – We act with integrity; truthful, fair and honest.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** - Work hard to exceed customer expectations
- **Compassion** – We are stewards of PSI supporting its growth & ability to help those in need.
- **Accountability** – We take responsibility for our actions and decisions.

### **Position-specific Competencies**

- **Strong leadership** – Determines long-term project plans and day-to-day activities for self and others. Final person on site to whom issues can be escalated for resolution.
- **Broad Expertise** – Expertise and experience across all aspects of the project to provide effective decision-making, management and oversight in all areas.
- **Time Management** – Ability to develop detailed plans and estimates, according to a long-term timeline and its milestones, to achieve the agreed upon result; while remaining nimble enough to handle what cannot be anticipated.
- **Communication** – Ability to communicate comfortably and effectively with field staff, internal project team and customers; functioning as the communication liaison between them.

## ***WORKING CONDITIONS***



- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration.
- The employee is occasionally exposed to a variety of extreme conditions at construction job sites.
- The noise level in the work environment and job sites can be loud.
- This position may be performed in outside weather conditions.

## ***MINIMUM QUALIFICATIONS***

### **Education/Experience**

- 4-year degree or industry experience equivalent preferred.
- Background in Educational and Commercial construction.
- 6-10 years experience in commercial construction.
- Experience in Design Build methodology of project development is a plus.

### **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. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.