



Construction Project Manager

About: ADK is a commercial general contractor with in-house custom millwork expertise. Known for delivering complex and unique projects, we have a reputation for building high-quality commercial projects since we organized in 2003. Our portfolio of work includes retail, hospitality, office, historic re-use and high-end residential. Our priority is to focus on building long standing relationships with visionary clients in an ever-changing construction marketplace. Our success stories are built around providing value and quality details without compromising the vision of our clients and architectural partners. ADK's mission, first and foremost, is to deliver quality construction solutions for our client's needs. Understanding our client's interests allows us to align project construction goals, long before the first piece of construction equipment arrives on the jobsite. This goes beyond cost, schedule and quality; it's about relationships, innovation and efficiency. We work with our clients to understand their expectations, to reveal other pressures, overcome challenges and address concerns that face them in the process of building their project.

Mission: First and foremost, is to deliver quality construction solutions for our client's needs. Understanding our client's interests allows us to align project construction goals, long before the first piece of construction equipment arrives on the jobsite. This goes beyond cost, schedule and quality; it's about relationships, innovation and efficiency. We work with our clients to understand their expectations, to reveal other pressures, overcome challenges and address concerns that face them in the process of building their project.

Desired Skills & Work Ethic: ADK is seeking a highly motivated and experienced Project Manager to join our team, who has a strong understanding of project management and commercial construction

Essential Duties & Responsibilities:

1.0 Concept to Closeout Project Completions

- 1.1 Is the sole individual responsible for the successful completion of the assigned project.
- 1.2 Plans and coordinates the timely and profitable completion of all assigned projects
- 1.3 Ensures that all activities are conducted in a prudent and ethical manner.
- 1.4 Develops and maintains project schedule with the Field Superintendent and is ultimately responsible for meeting established schedule deadlines.
- 1.5 Oversees overall project quality. Ensures project is built per plans and specifications.
- 1.6 Reviews, submits and documents approval of all required shop drawings, samples, mock-ups, etc.
- 1.7 Is responsible for the financial success of the project.
- 1.8 Is responsible for complete customer satisfaction.
- 1.9 Is responsible for the total project budget.
- 1.10 Maintains a smooth flow of work from pre-construction to final customer acceptance and payment.

1.11 Performs the following project closeout duties:

- 1.11.1 Attends all walk through with the Owner and Architect to prepare the punch list.
- 1.11.2 Works with project team to collect all required project closeout information and presents documents to the Owner.
- 1.11.3 Verifies and tracks all punch list work is completed and obtains Owner and Architect sign-off on completed items



2.0 Communication & Coordination

- 2.1 Proactively addresses quality issues identified in plans and specifications.
- 2.2 Ensures the project team has the latest updated prints and pertinent project information necessary to perform duties.
- 2.3 Follows-up as required to assure the timely delivery of all materials and supplies, writing of sub-agreements for the subcontractors, and their materials and work.
- 2.4 Is responsible for coordinating pre-construction meetings, weekly on-site meetings and pre-installation meetings.
- 2.5 Conducts job set-up meeting with all required parties including subcontractors.
- 2.6 Creates the project schedule, presents it to subcontractors and owner, and enforces it.
- 2.7 Reviews schedule with the superintendent weekly and takes required corrective action as needed to maintain schedule.
- 2.8 Reviews all project job files and keeps current on all communications such as; memos, schedules, invoices, shop drawings, purchase orders, etc.
- 2.9 Reviews all schedule changes with the superintendent to determine if an issue exists as to the scheduled completion date.
- 2.10 Visits the project site to visually confirm the job conditions.
- 2.11 Conducts on-site project meetings on a regular basis.
- 2.12 Corresponds with the owner, architect and consultants on issues, ideas and concerns throughout the project.
- 2.13 **Reviews, approves, coordinates, and works with project team to process the following project documents:**
 - 2.13.1 Shop drawings / mock-up approval
 - 2.13.2 Coordinates and documents pre-installation meeting for all major divisions of work
 - 2.13.3 Design clarifications/project supplements
 - 2.13.4 Safety inspection reports
 - 2.13.5 Subcontractor and supplier billings
 - 2.13.6 Owner draw requests
 - 2.13.7 Profit analysis–cost to complete projections
 - 2.13.8 Project revenue and fee
 - 2.13.9 Must additionally be prepared to discuss all aspects of the project
 - 2.14 Performs the following Customer relations duties:
 - 2.14.1 Contacts Owner 6 months after project completion to check on satisfaction level.
 - 2.14.2 Participates in 11-month warranty walkthrough of project to identify any outstanding issues.
 - 2.14.3 Follows through on any required warranty issues.
 - 2.14.4 Follows through on any customer complaints in a timely and positive manner
 - 2.14.5 Documents all warranty issues or any customer complaints for the job file.

3.0 Bidding & Administrative

- 3.1 Produces and maintains accurate and timely records of the project.
- 3.2 Provides the office with timely information enabling the processing of invoices.
- 3.3 Assists estimating with bidding for future assigned projects.
- 3.4 Develops a thorough understanding of the details of the project.



- 3.5 Works with estimating to develop a list of subcontractors interested in bidding a project.
- 3.6 Contacts subcontractors to solicit interest in a project being bid.
- 3.7 Reviews final plans and estimate with estimator prior to submission.
- 3.8 Commits lowest qualified subcontract bid to a contract as quickly as possible.
- 3.9 Finalizes and issues subcontract and purchase order agreements in a timely manner.
- 3.10 Investigates subcontractor qualifications and capacity prior to awarding work.
- 3.11 Verifies that the subcontractors have signed all agreements and forms before work has commenced.
- 3.12 Creates a project setup for cost accounting.
- 3.13 Confirms that all the required bonds, insurance certificates, government licenses, and permits for each project have been applied for or obtained.
- 3.14 Ensures that packing slips, invoices and receipts are properly coded and reviewed for accuracy.
- 3.15 Prepares and approves all budget adjustments.
- 3.16 Responsible for the timely and accurate completion of all required monthly project manager review reports.
- 3.17 Assists the office in obtaining timely payment of monthly invoices as requested.
- 4.0 Safety & Site Management
- 4.1 Ensures work is performed under safe conditions, materials meet company and contract standards and that company quality standards are met.
- 4.2 Prepares and implements a site logistics plan and all materials and equipment needed on site to perform work safely
- 4.3 Monitors and ensures quality control on site and in shop
- 4.4 Ensure all aspects of the project are compliant with all contract terms and legal requirements that govern the project and the community in which the project takes place. Reviews and understands contract documents, plans, specifications and able to resolve any discrepancies.
- 4.5 Conducts jobsite audits and complete safety checks, issues safety violations and corrections when needed
- 4.6 Ensures company will not be cited or fined by any regulatory agency or customer for failure to comply with their mandates

5.0 Problem Solving

- 5.1 Pro-actively addresses quality issues identified in plans and specifications.
- 5.2 Anticipates issues and takes action to eliminate or minimize their effects
- 5.3 Ensures there are no avoidable penalties, citations or fines.
- 5.4 Resolves any issues that cannot be solved by the superintendent or other project team member.
- 5.5 Negotiates and resolves disputes between subcontractors.
- 5.6 Attempts to resolve issues before presenting them to the President. When unable to solve an issue, it is presented with a complete history and suggested solution to the President.
- 5.7 Follows up on reported warranty issues in a prompt and proactive manner.

6.0 Sales

- 6.1 Is responsible for identifying sales opportunities and actively seeks new opportunities for work.
- 6.2 Maintains a regular list of contacts for possible future work.
- 6.3 Participates in interview and RFP process for new work.

**Working Conditions:**

- Regularly sits and stands for extended periods of time
- Regularly conducts work in an office environment
- Regularly required to travel by car, must be able to drive
- Occasionally required to walk, to take stairs, bend and the waist, and lift
- Occasionally exposed to outdoor weather conditions including but not limited to heavy rain, freezing or hot and humid temperatures, winds, and other inclement weather.
- Occasionally exposed to loud, dusty, harsh, rough, and rigorous working environments with potentially hazardous conditions requiring implementation and enforcement of safety procedures and standards.
- Must be able and willing to work over 40 hours per week to and occasionally required to work early mornings, after regular business hours, and on weekends to meet commitments as necessary.
- Typical working hours are from 7am to 4pm Monday through Friday.

Job Requirements:

- Requires a Bachelors in related field such as construction management, engineering etc. or 10 years of experience in construction project management. Certificated in project management preferred.
- Five years of experience managing projects up to \$5,000,000.
- Must have a valid Wisconsin driver's license and a clean driving record to be insured by ADK's insurance company.
- Requires OSHA 30 certification.
- First Aid and CPR certifications are preferred.
- Must obtain excellent organizational skills, the ability to plan projects and jobs. Must prioritize work and be able to meet deadlines. Requires ability to guide, direct, and coordinate the work of multiple activities at the same time.
- Requires the ability to effectively and professionally communicate, verbally and in writing (email or other digital format) internally and externally. Must be a versatile individual who is outcome oriented and motivated by both customer satisfaction and exceeding company goals.
- Must be able to write, write, and speak in English. Spanish as additional language preferred. Must be able to comprehend contract documents and architectural drawings. Must have strong spatial comprehension. Must be competent in basic math, algebra, and geometry.
- Must be comfortable operating in an office and in a construction site environment. Must be able to sit and stand for extended periods of time. Must be able to bend and twist at the waist, and have manual dexterity of hands
- Requires advanced knowledge and understanding of the construction industry. Should be in touch with current technology and trends impacting the field. Must have the ability to effectively utilize digital tools including but not limited to, Ipad, Iphone, Outlook, Plangrid, Bluebeam, Microsoft Projects, Microsoft Office, etc.
- Comply with company policies and protocols as outlined in employee handbook and safety manuals

Benefits:

- 401K ROTH with employer contribution
- Paid Time Off
- Paid Holidays
- Health Insurance

selected candidate will be submitted to background check