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## PROJECT MANAGER

Reports To: General Manager

Direction/Supervision Exercised: Superintendent(s)  
Assistant Superintendent(s)  
LBI Craftsmen  
as assigned

General Purpose: To provide overall project supervision and client relations prior to and during the construction of the project utilizing effective project management processes and procedures.

### Pre-Construction Duties:

- Assist in preconstruction efforts in the project development stage.
- Assist estimating as needed to produce, review and finalize the estimate.
- Seek and obtain new project leads.

### Construction Duties:

- Lead the Project Team in the development and implementation of the Project Plan.
- Conflict resolution between all parties on the job site.
- Initiate, negotiate and finalize monthly Owner Pay Request. Assure positive cash flow.
- Follow-up and assurance that timely Owner payment is received monthly.
- Conduct a weekly or monthly margin analysis with the Project Team.
- Manage the change order process on the project. Price, distribute, evaluate, negotiate, finalize and document with all parties involved.
- Actively enforce Safety on the project.
- Monitor and revise status of the project schedule weekly.
- Evaluate, approve and process Subcontractor Pay Applications.
- Develop and evaluate Subordinates/Staff Employees on a frequent and regular basis with emphasis on training and assist each in obtaining their professional and project goals.
- Assist project team in the pre-planning, managing and regular evaluation of self-performed work with an emphasis on the labor risk.
- Effective interaction with the design team and Owner as needed to adequately support the project objectives.

### Standards of Conduct:

Conduct all activities in a manner that reflects the highest ethical and professional standards and in conformance with LBI's employment policies, as set forth in its Employee Handbook.