

SENIOR PROJECT MANAGER

W. L. BUTLER CONSTRUCTION INC. VOTED "BEST PLACES TO WORK"

Looking for an all-star Senior Project Manager to join our team in Redwood City, CA

About us:

W. L. Butler Construction, Inc. is a full-service commercial general contractor with offices throughout the Western Region. We have been constructing superior quality commercial shell, tenant improvements, retail and auto dealerships with integrity and dedication since 1975. We have experienced steady growth by adhering to our tradition of providing our clients the highest standard of professional service and superior finished products. Our consistent success is built on building relationships with our employees, clients and all members of the building team. We are committed to being the best by hiring the best.

About the job:

The commercial **Senior Project Manager** will be responsible for the successful management of all aspects of construction projects including estimating, scheduling, budgeting, client and subcontractor relations, commitment documents, profitability, documentation and training of project managers. Other duties include, but are not limited to:

- Ensures that all construction work performed is of the highest quality
- Prepares estimates and budgets with detailed written scopes of work
- Prepares owner commitment documents including contract and change orders and gives to Project Assistant for processing
- Prepares subcontractor commitment documents including the following and gives to Project Assistant for processing:
 - Subcontract Agreements, Work Orders, Purchase Orders – prior to subcontractor beginning work on project
 - Change Orders – prior to issuance of change order Project Manager is to ensure that subcontractor additional cost is warranted due to additional work authorized, change in scope of work and or owner or city request.
- Ensures that costs exceeding budget are passed to owner via change order
- Generates appropriate owner correspondence, scheduling conflicts, weather delays, etc
- Negotiates all subcontracts including analysis of bids to ensure that the subcontractor quote is complete; providing detailed written scope of work and pre-qualification of subcontractors as required
- Provides scheduling and coordination for each project including the daily monitoring of jobsite progression with superintendents to ensure that the project is completed on schedule
- Tracks budget variances and prepares reports for accounting department by the 1st of each month
- Obtains or arranges for all necessary permits and complies with all city and associated department requirements
- Supervises the activities of the project team to ensure compliance with company policies, safety standards and quality standards
- Reviews Superintendent's Daily Reports
- Attends project start up and close out meetings
- Prepares and completes all punch-list issues

- Directs superintendents and communicates performance issues to the General Superintendent and/or Director of Operations as appropriate
- Directs design professionals on Design/Build Projects or when required
- Reviews for accuracy and approves all invoices associated with project within 24 hours of receipt from project accountant
- Reviews job cost report, at least monthly, to insure accuracy of costs in appropriate cost codes. Notifies Accounting Manager if costs are incorrect
- Prepares status reports on General Conditions and reviews them with the Project Superintendent
- Prepares owner billings or reviews owner billings prepared by Accounting Manager by the 1st of each month
- Reviews lien release status with Accounting Manager and notifies same of potential issues as they present themselves
- Provides onsite inspections to ensure quality standards and safety practices are performed
- Reviews and knows all plans and specifications to achieve the most cost effective project as possible
- Mentors Project Engineers if applicable
- Monitors project general conditions to ensure they remain within budget
- Provides assistance and training to project managers
- Attends weekly construction meetings
- Keeps Vice President of Construction and appropriate Director of Construction informed and updated on project performance
- Promotes new business leads and improves existing business relations with current clients
- Prepare and participate in business development efforts and interviews including preparation and presentation of:
 - Conceptual Schedules
 - Conceptual budgets
 - Value Engineering Concepts and Opportunities
- May be required to take a “lead role” in relations with core client(s) and be available / capable of responding to their long term needs, expectations and vision

As a Mentor, additional responsibilities include, but are not limited to:

- Direct Report reports to Mentor
- Assists in ensuring that all construction work performed is of the highest quality
- Performs annual performance review and coaching
- Establishes goals
- Conducts one-on-ones with Direct Report
- Attends Owner meetings as necessary
- Attends City or Municipality meetings such as Planning Commission Meetings, etc. if helpful to the Project, Client or Design Professional(s)
- Reviews and approves Owner Change Orders up to \$100K if approved in advance by Owner
- Reviews and approves Subcontractor Change Orders up to \$100K. If Change Order is not approved by Owner, Vice President or Director approval is required
- Approves PTO requests
- Assists and reviews job cost reports and General Conditions Projections
- Conducts Start Up and Close Out meetings with Direct Report
- Supports Direct Report in submitting proposals to Owners
- Assists and reviews estimates and budgets
- Reviews project schedule with Direct Report(s)
- Performs the job function of Direct Report in case of their absence

- Provides support, education, Success strategies and problem solving techniques in the following areas:
- Weather and other schedule delays or impacts
- Subcontractor issue resolution
- Legal and project document interpretation
- Client conflict issues and resolution
- Project documentation
- Constructware
- Microsoft Project or other Scheduling tools
- Excel
- Client Software (ProLog)
- Time management and peer relations

We offer an environment that encourages continuous learning and improvement, competitive salary, auto allowance, and excellent benefits including: 401(k), health insurance, personal time off, dental plan, cafeteria plan, and wellness plan.

About you:

- Our ideal candidate will be supportive in a team environment; think “big picture” and take into account long term implications while constantly analyzing ways to improve performance and product
- Have at least a minimum of ten years experience in the construction industry with strong emphasis on conceptual hard estimating and management of commercial construction projects with experience closely corresponding to the responsibilities detailed above
- Bachelor’s Degree in Construction Management preferred.
- Ability to perform the essential responsibilities of Project Manager and Superintendent
- Intermediate to Advanced level in Microsoft Office Applications (Word, Excel and Outlook)
- Advanced level in Microsoft Project
- Intermediate level in Constructware
- Beginning level in Timberline
- Experience in BIM, LEAN and LEED practices a plus
- Intermediate level understanding of digital images (how to open, view, customize and print them)
- Strong organizational skills, flexibility, and the ability to prioritize work assignments
- Extreme attention to detail
- Excellent written and oral communication skills
- Leadership and motivational skills
- Ability to work outside year round in all types of weather conditions
- Available to work extended hours as required by project schedules, weather conditions or urgent circumstances
- Motor vehicle driving record that is consistent with Company and insurance carrier standards and policies
- Able to travel throughout construction sites during all phases of a project and able to travel to jobsites which may be remote

Please send your resume with salary requirement and references to:

HrNorCal@wlbutler.com

