

PROJECT MANAGER

PITTSBURGH, PA

JOB SUMMARY

The Project Manager/Estimator (PM/E) oversees multiple projects, ensuring the efficient performance of AMHigley staff and subcontractors to meet budget, schedule, and profitability targets. Responsible for project pursuit, estimating, contract administration, and reporting, the PM/E serves as the main contact for business and contractual matters. Collaborating with the Superintendent and reporting to the Division Manager, the PM/E divides their time between the office and field, regularly visiting projects/clients. Proficient in blueprint interpretation and cost estimation, the PM/E delivers outstanding customer service to various stakeholders, including colleagues, owners, architects, engineers, subcontractors, and regulatory officials.



DUTIES AND RESPONSIBILITIES

- Responsible for receiving and interpreting bidding documentation to include; construction blueprints, project specifications, scope of work documents, bonding and insurance requirements
- Bid compiling and submission
- Submittals/product procurement.
- Coordinating manpower and schedule
- Change order management
- Perform quantity takeoff and pricing of all system components, inclusive of labor, material, and subcontractor overhead and profit, as well as review subcontractor bids and submittals for conformance with the specifications
- Financial oversight and forecasting
- Project closeout

REQUIRED SKILLS AND ABILITIES

- Has mastered the ability to read and understand construction documents including project plans, specifications, and shop drawings
- Possesses an appreciation of the value of building a professional network of industry and community relationships that will help AMHigley learn about future project opportunities, and a commitment to playing an active role in securing future business
- Demonstrates ability to create/maintain client relationships and further develop the market
- Demonstrates a commitment to creatively engage and lead in program development and initiatives that develop the group and benefit the company
- Demonstration of receiving high ratings for client satisfaction, safety performance and project execution on projects he or she leads
- Can demonstrate problem-solving ability, as well as “Team” Leadership abilities
- Possesses competency in business writing and public presentation skills, and is motivated to become a compelling presenter, motivator, and team leader
- Demonstrates the ability to successfully negotiate contract agreements with Subcontractors and material suppliers; and to successfully administer that during a project
- Demonstrates a proven track record of establishing project schedules, including critical milestone dates; and managing the schedule, holding all project stakeholders: Owner, Architects, Engineers, Subcontractors, and Suppliers accountable for on-time performance
- Has a strategic planning mindset and can generate leads, attend company functions, maintains all relationships, and mentors project engineers
- Understands the project pursuit process and has the associated presentation skills, high-level scheduling abilities, and understands how to put together general conditions, reimbursables, and overall project budgets
- Demonstrates an understanding of the values and ethics that differentiate AMHigley in the competitive marketplace.

EDUCATION AND QUALIFICATIONS

- Holds a four-year Construction Management or Estimating degree, or equivalent professional development and training
- Has at least five (5) years of Project Management, or Assistant Project Management experience with increasing responsibility and construction values between \$0.5MM and \$3MM+ OR (10) years of experience of Carpentry field work along with the ability and inclination to navigate and operate technology
- Has a portfolio of completed projects where he or she can demonstrate previous success in delivering projects on time, within budget, safely, to the highest standards of craft quality, and profitably
- Demonstrates proficiency within Microsoft Office, Bluebeam, Procore, PlanGrid and other associated software platforms.