



## **JOB DESCRIPTION**

**TITLE:** Project Manager  
**DEPARTMENT:** Administration  
**JOB STATUS:** Exempt  
**REPORTS TO:** Senior Project Manager  
**LOCATION:** Baltimore, MD

### **SUMMARY:**

The Project Manager is ultimately responsible for the financial management of all projects under his control. Although the PM may delegate some project management responsibilities to members of their staff, they are the ones who are ultimately accountable. The Project Manager is the main driving force to ensure each project achieves our number one company goal: SAFE, QUALITY PRODUCTION for all crews on a DAILY BASIS.

### **PREVIOUS EXPERIENCE AND QUALIFICATIONS:**

1. BS in Construction Management, Civil Engineering, or equivalent experience.
2. Minimum of 8 years' experience as Project Manager in previous employment or a demonstrated ability to perform Project Manager tasks while a Project Engineer with the company.
3. Strong knowledge of specific construction tasks performed by company crews (i.e., bridge, roadway, waterline, conduit, sewer pipe installation, concrete work, etc.)
4. Computer software knowledge (MS Excel, MS Word, MS Project, Primavera, Sage-Timberline, AutoCAD, HCSS, CRM, etc.)
5. Excellent communication skills (verbal and written), organizational skills, and problem-solving techniques.
6. Ability to supervise, mentor, and train two (2) or more PM support employees working under them.
7. Knowledge in contract law.
8. Ability to provide accurate cost and revenue projections for all projects and manage positive cashflow for all projects.
9. Ability to produce and negotiate change orders for contracts.

## **DUTIES AND RESPONSIBILITIES:**

1. Support all project team members, including Superintendent, and Field Personnel, in reaching our number one company goal: SAFE, QUALITY PRODUCTION for all crews on a DAILY BASIS.
2. Ensure all team members are fulfilling their duties to progress the project schedule, track production and quantities installed, produce as-builts, tap cards, valve cards, restoration drawings, etc. the allow us to invoice for our work per the owner's requirements and get paid for that work in a timely manner.
3. Ensure PEs and PMAs are tracking daily cost vs. daily revenue of all crews working on assigned projects. Ensure PE/PMA enters this information in our weekly Gross Profit Spreadsheet and distributes this information to all those who need it. Review this information weekly with the foremen and with the Project Management Staff in the Weekly Production Meeting.
4. Thorough review of contract and specifications when awarded new projects. Delegate to support staff (PE) to ensure all required submittals, testing requirements, close-out requirements, etc. are identified and submitted/completed.
5. Ensure that all items required for invoice submission and processing (i.e. schedule updates, tap cards, fire hydrant cards, valve cards, as-built sketches and drawings, etc.) are completed by the support staff in time to accompany our monthly invoice submissions to the owner.
6. Immediately notify supervisor and senior company management personnel when any major problems develop on contracts.
7. Review timesheets sent in from the field daily in Heavy Job Manager. Approve timesheets on all projects under your supervision and report the senior management on the daily and weekly profitability of these projects.
8. Produce reports required for monthly PM Progress Review Meetings with company executives. Report to senior management on the profitability of all projects.
9. Upon the assignment of a new project, meet with the estimator who bid the work for a "Turnover Meeting". Along with other team members (Superintendent, PE, OE, etc.) review the project plans, bid sheets, subcontractor and supplier quotes and discuss the project scope. Work together with the Superintendent to ensure that all commitments are identified for the project. Ensure all commitments are entered into Sage-Timberline on Purchase Orders and Subcontract Agreements.
10. After an initial review of the quotes and specifications for the bid items on a new project, produce a "Buy-Out Report" for subcontractors and material items. The purpose of this report is to give all project personnel and senior company management an early indication of the potential profitability of the project for fixed cost items (expected over--budget, under-budget, etc.). The buy-out report should be reviewed with the project estimator before being used to conform the estimate from Heavy Bid to Heavy Job.
11. Manage scheduling and billing of all subcontractor's work. Negotiate changes with subcontractors. Ensure subcontractors are following the specifications and complying with all conditions of our subcontract agreement.
12. Submit monthly billing projections for all projects to the senior management.
13. Build and maintain Critical Path Method schedules in Primavera (P6) or MS Project, as well as 3-week look-ahead schedules of projects.

14. Set up and maintain positive cashflow on all projects. Ensure monthly invoices and submissions to the owner are submitted at the time required in the specifications. Communicate with owner representatives during their invoice approval process to ensure there are no delays. Follow up with owner representatives on expected payment date for our invoice and communicate this information to the CFO and senior management.
15. Participate in required meetings (owner meetings, in-house progress meetings, subcontractor meetings). Ensure support staff keeps a written record of all decisions made in meetings (meeting notes) and distributes this record to all meeting attendants.
16. Prepare project letters and other correspondence. Thoroughly review any correspondence produced by project support staff prior to its distribution.
17. Support the company's safety program, including attendance at weekly safety meetings at Beaver Road each Friday morning. Set example when out in field on job sites by wearing all required PPE. Identify any hazards observed on job sites and discuss with foreman. Fill out field safety audits when visiting crews on job sites.
18. Assist estimating with the review and bidding of new projects.
19. Review weekly quantities installed and verify support staff (PE, OE, etc.) is accurately recording these quantities for our monthly invoice to the owner.
20. Ensure that any job delays that occur on our projects which are outside our control are documented for possible future claim to the owner. Put owner on notice immediately upon the discovery of a delay or changed site condition. Track cost and schedule impact during the delay so that this cost and contract time can be recuperated from the owner.
21. Thoroughly review all material invoices for your projects. Before approving, review if the material cost has been properly entered into Heavy Job. If cost is not present, add cost to Heavy Job to ensure accuracy.
22. Check all subcontractor invoices when received. Verify we are being paid by the owner on all items for which the subcontractor is billing. Also, verify subcontractor's cost is properly entered into Heavy Job Manager. If cost is not present, add cost to Heavy Job to ensure accuracy.
23. Assist with the marketing of the company to owners and conduct yourself in the most professional manner (appearance, communication, etc.) when meeting with them.
24. Any other duties as assigned by Supervisor.

**Physical Demands:**

**Light**

Lifting up to 50 pounds and occasionally lifting and/or carrying such articles as dockets, ledgers, and files. Walking and standing are required only occasionally.

**Work Environment:**

**Moderate**

Occasionally exposed to extreme atmospheric conditions (temperature, noise fumes, dust, etc.)

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