

June 10, 2008

Mid Canada Millwork

Job Description - Project Manager

Direct Supervisor – Senior Project Manager

Under the direction of the Senior Project Manager the Project Manager shall perform the following functions:

1. Is responsible to complete each project in the most cost effective manner, on time and to strive for 100% customer satisfaction.
2. Understanding our sub-contract i.e.
 - Scope of work, alternates, unit pricing, V.E.'s, etc.
 - Project specific "additional provisions".
 - General conditions. I.e. C.O./R.F.I./S.I. procedures and timelines.
 - Invoicing requirements and timing.
3. Responsible for installation including the following
 - Review and provide input to install sub's contract making sure critical points of G.C. contract are incorporated.
 - Daily communication
 - Ensuring that issues are communicated and resolved on a monthly basis.
 - Work with the installer on how the project is coming, make sure they understand, if possible take their recommendation and implement for smooth operations.
 - Understand their concerns and roadblocks keeping General Contractor informed
4. Understand Project Schedule and its sequences, and create a Critical Path/schedule including the following by phase within the 30 days of recite.
 - Samples
 - Mockups
 - Drafting
 - Submittal and approvals
 - Revise redline drawings
 - Buy/sells
 - Bulk lists
 - Purchasing
 - Site measurements
 - Incorporation of all RFI and PCO's
 - Work orders
 - Production
 - Shipping
 - Installation
5. Communicate schedule changes/updates on a weekly basis to management and on month basis to the GC or as often as required
6. Provide prompt information and answers to all questions for the in-house team i.e. drafting and product planning.
7. Works closely with the PM assistants.
8. Upon the receipt of a new Project is responsible for creation of Schedule of Values to Senior PM and accounting within the 30 days of recite.
9. Responsible for monthly forecasts of projected billings by the 4th of every month.
10. Responsible for monthly project specific billing to accounting one day before required by the general contractor
11. Understand C.O. status and P.C.O.'s which we have costs against. Go over with General Contractor and keep pressures to resolve and get them to a billable stage. Review prior to billing.
12. Must keep Management informed of status of all projects on a continual basis.
13. Works closely with accounting and must keep a log of all change orders, updated constantly with all pending and approved changes.
14. Must have Senior Project Manager sign off on change orders over \$10,000.00 before submitting.
15. Travels to site as required to complete site dimensions and makes sure to maintain quality and timely installation.
16. Other duties as required and/or directed by Manager.