

PK Construction LLC: Full-Time Construction Project Manager

PK Construction LLC, in Okemos, MI, an affiliate of PK Housing and Management, is seeking a full-time Construction Project Manager.

Job Responsibilities:

Based on pre-construction project plans and budgets provided by PKC, manage all day-to-day on-site activities and related project management tasks to include:

- Reviewing and maintaining copies of all subcontract trade contracts and work scopes
- Maintaining project production schedules and updating schedules weekly.
- Scheduling all trades on job; coordinating working requirements among all trades and property personnel;
- Directing and reviewing contractor activity on site; coordinating activity, scheduling work, punch list completed work; working with PKC senior management, customer representatives, architect, etc. to manage and resolve day to day issues such as project scope issues, change orders, field orders, product and material selections.
- Managing in-house construction staff (laborers and trades) on-site.
- Scheduling all required material deliveries and related services (dumpsters, etc.) to site.
- Issuing purchase orders for all materials/supplies required by job (other than those provided by subcontractor); and if necessary purchasing miscellaneous supplies and materials directly from local suppliers
- Assisting with submittal and approval of subcontracts and subcontractor change orders.
- Scheduling and conducting regular weekly/bi-weekly meetings with subcontractors and employees to review project schedule status, coordination of subcontractors work, trade timelines, subcontractor concerns, project milestones, safety and other construction related topics
- Maintaining daily log of all construction or related project personnel on-site and site construction activity.
- Reviewing and approving all weekly time sheets for all PKC personnel working on site.
- Reviewing and approving all subcontractors weekly and monthly draw requests, supplier invoices and other related job cost billings.
- Assisting with monitoring project budget and completion of budget reports twice monthly during project duration.
- Assist with meeting subcontractors on site; soliciting, evaluating and comparing subcontractor bids; negotiating project work scope and pricing with individual trades.
- Participating in and/or conducting required inspections by local building authority, customer, lenders, etc.
- Interacting with city officials to obtain required permits and pass inspections.
- Monitoring and securing on site tools and stored materials.
- Promoting cooperative relations with subcontractors and employees, supervisor, owner, facility representatives, city officials and others who are involved with the project.\
- Ensuring compliance with workplace safety standards.
- Performing other duties as requested by management to ensure job is completed accurately, on time and on budget.

Candidate Requirements:

- Minimum 3 years construction experience required.
- Must be able to read and interpret architectural plans and specifications.
- Must have experience scheduling, purchasing, estimating, as well as management of personnel, vendors, and subcontractors.
- Must have strong verbal and written communication skills.
- Must be able to multi-task, work with minimal supervision, have strong attention to detail and excellent time management skills to ensure all established deadlines are achieved.
- Must be willing to travel and temporarily reside proximal to distant project sites.
- Proficiency with computers and familiarity with Microsoft Outlook and Excel desirable.
- Applicants should be able to lift up to 50 pounds.
- Personnel may be expected to perform repetitive physical tasks on a job site that include but are not limited to lifting, pushing, and pulling of material/product and standing.

Employer and Client references are required and will be thoroughly substantiated. Candidates must have valid Michigan Driver License and driving record will be evaluated. All final candidates will be subject to a Motor Vehicle Report and Criminal Background Check prior to hiring.

Interested candidates should email their resume and three references to Katrina Greeley at kgreeley@pkhousing.com.