

Project Manager

December 11, 2017

The Project Manager is a member of the Project Management Team who knows how to deliver and provide MEP engineering project management services. Responsibilities include client service, consultant coordination, designer direction, and ability to meet project deadlines on a variety of commercial, retail, restaurant and hospitality projects.

Reports to: VP, Project Management

Specific Position Responsibilities include and are not limited to:

- Project management for MEP design services for new buildings, or renovations / additions of existing buildings.
- Provide a primary point of communication with the clients to create and maintain a positive engineering experience.
- Responsible for the timeliness, completeness, quality and cost of the project generally from the design phase through completion.
- Follow firm's design process including obtaining signed contracts, guiding Kick-off meetings, Design meetings, and Premieres.
- Demonstrate competency on a range of job sizes and complexity level.
- Anticipate, identify and promptly address issues that impact performance in risk, financials or timing of project delivery.
- Translate project goals into operational practices and be able to communicate this to other project team members
- Demonstrate ability to expeditiously read & interpret construction drawings, plans & specifications.
- Ability to lead and accomplish company objectives by maintaining and fostering a strong sense of personal responsibility and urgency.
- Work effectively and collaboratively with all company departments in a way that promotes team success as well as overall company success.
- Candidate must have ability to communicate effectively with all levels of staff and subcontractors as well as with owners and design professionals.
- Demonstrate a high level of competence in computer applications including MS Office, scheduling/project management software, and accounting software.
- Coordinate project designs with outside consultants.
- Direct internal design team to meet client specific requirements.
- Provide review and feedback to design team to maintain consistent client standards.
- Provide construction administration services including attending site meetings.
- Project scheduling / coordination when deadlines are challenged.
- Attend and contribute to Project Manager meetings.
- Coordinate with other Project Managers for consistent process and project delivery.
- Ensure transparency and proactive communication throughout project.
- Candidate must be self-motivated and have the ability to proactively problem solve, and successfully manage task interruptions.
- Demonstrate attention to detail.
- Demonstrate negotiation and interpersonal skills.
- Demonstrate strong organization and time management skills.
- Candidate must have ability to work with fast paced deadlines while maintaining a positive design experience.
- Candidate must be available to travel as required.

Project Manager cont.

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Position Requirements:

- Bachelor's Degree in Engineering, Architecture or Construction Science
- 3 years minimum MEP design knowledge in commercial, retail, restaurants, or hospitality projects
- 3 years MEP design, construction or project management experience
- AutoCAD proficiency

Desired Attributes:

- 5 years of experience in MEP design, construction, or project management
- REVIT proficiency preferred

Location:

Kansas City, Missouri