

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, education, and entertainment projects.

Reports to: VP, Project Management

Specific Position Responsibilities include and are not limited to:

- Manage MEP design projects for new buildings, or renovations / additions to existing buildings.
- Communicate with the clients to create and maintain a positive engineering experience.
- Be responsible for the timeliness, completeness, quality and cost of the project from 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 size and complexity.
- Anticipate, identify and promptly address issues that impact performance in risk, financials or timing of project delivery.
- Translate project goals into operational practices, and communicate this to project team members.
- Demonstrate ability to expeditiously read & interpret construction drawings, plans & specifications.
- Demonstrate ability to lead and accomplish company objectives by maintaining and fostering a strong sense of personal responsibility and urgency.
- Demonstrate ability to work effectively and collaboratively with all company divisions in a way that promotes field supervisory success as well as overall company success.
- Communicate effectively with all levels of staff and subcontractors as well as with owners and design professionals.
- Demonstrate high level of competence in computer applications including MS Office, project management software, and accounting software.
- Provide coordination of 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.
- Attend and contribute to Project Manager meetings.
- Ensure transparency and proactive communication throughout project.
- Candidates must be self-motivated, and have the ability to proactively solve problems.
- Candidates must be flexible with task interruptions.
- Demonstrated detail orientation
- Negotiation / Interpersonal skills
- Strong organization and time management skills
- Demonstrate ability to work with fast paced deadlines while maintaining a positive design experience.
- Travel as required

Project Manager - Austin, Texas cont.

June 20, 2018

Position Requirements:

- Bachelor's Degree in Engineering, Architecture or Construction Science
- 5 years minimum MEP design knowledge in commercial, retail, restaurant, education, and entertainment projects
- 5 years architectural or MEP design, construction or project management experience
- AutoCAD proficiency

Desired Attributes:

- Five (5) years of experience in the construction field in management role preferred
- REVIT proficiency

Location:

Austin, Texas