



PROJECT MANAGER JOB DESCRIPTION

The goal of Porter Construction, Inc. is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest. The Project Manager's role and responsibilities are integral to this goal.

DUTIES: The Project Manager's essential function is to be in charge of assigned projects by supporting the effectiveness of the Superintendent and project staff through purchases, subcontracting, changes and coordination of office and field activities during the construction process. The Project Manager is directly responsible for the success of the project and the proper discharge of his/her duties. He/she may delegate portions of his/her authority to other qualified personnel, but not the responsibilities of the duties. Specifically:

1. Maintain a high degree of integrity, loyalty and honesty; not divulge to outside parties information of a confidential nature pertaining to the company's operations or bids.
2. Company liaison with Owner, Architect and Engineer through communicating in a professional manner.
3. Study and understand the contract documents of each project to determine areas, including provisions of the general and special conditions that may be ambiguous or present problems or result in unforeseen costs.
4. Purchase major materials and negotiate buyouts of subcontractors at the most competitive price early enough to ensure timely delivery of materials and performance of subcontracts.
5. Prepare and provide continuous update of the project schedule in coordination with the Superintendent.
6. Efficient coordination of field and office activities on assigned projects, including job scheduling activities.
7. Coordinate material deliveries and subcontract work in accordance with progress schedule and adjust as necessary due to changes.
8. Resolve or assist Superintendent in resolving design and detail problems with owners, design agents, suppliers, and subcontractors.
9. Convene and chair pre-construction and owners meetings.
10. Prepare cost breakdown; review with Superintendent for concurrence, have it approved by the President before release to accounting, and make adjustments as required by changes.

11. In conjunction with the Superintendent, prepare data for monthly invoices and submit to Accounting within time required by contract documents.
12. Approve and code invoices in no later than day and time dictated by Accounting.
13. Approve and submit project time sheets no later than day and time dictated by Accounting.
14. Assure that details and submittals are received, submitted, corrected and approved and returned to the suppliers and subcontractors to assure delivery of materials to support progress schedules.
15. Complete monthly analysis of job cost reports for reporting of projected job cost overrun and cost to complete forecasting for President's review and Owner's report.
16. Maintain complete project files on PCI server and in Spectrum®.
17. Assist and cooperate with Superintendent in maintaining good subcontractor relations and activities, as well as other areas requiring coordination between field and office.
18. Estimate and submit timely change proposals to the design agent or owner. Expedite processing of all change orders.
19. Request extensions of time as required by contract documents.
20. Monitor the maintenance of as-built drawings by the Superintendent as required on projects. Assure maintenance of a permanent record set, or that "as-built" information is transferred to permanent record set.
21. Prepare special reports requested by the President.
22. Have a through knowledge of company procedures manual.

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. Those duties will from time to time be altered to suit the needs of the company.