



MEMORANDUM

TRIDENT – PROJECT MANAGER JOB DESCRIPTION

The Project Manager (PM) position will manage and control assigned projects, including overseeing office & field operations, site safety, productivity, schedule, quality work, and trade contractor and supplier coordination as the lead position of the project team. The PM reports directly to the Project Executive/Partner.

General Job Qualification Requirements

- High School and completion of Vocational School a plus, College degree preferred
- 8 years minimum experience or equivalent role in a construction management role. (Commercial, Higher Education, Health Care, Secure Facility construction experience a preferred)
- Strong competency with Microsoft Office, including Word, Excel, and Outlook for both email and calendar scheduling and coordination.
- Familiarity with construction management software such as Prolog, MS Project, Excel, Sure Trak, and AutoCad.
- Expert in understanding building plans and specifications.
- Team player with field supervision, project management and company administration staff.
- Safety standards knowledge and enforcement. OSHA 10 Hour certified, 30 Hour preferred.
- Ability to remain calm, focused and effective under time pressure situations.
- Self-starter with ability to set goals and tasks with strong leadership skills.
- Willingness to perform occasional weekend and night work as required.

Preconstruction

- Develop scope sheets and direct bidding efforts from subcontractors.
- Delegate and manage subordinates if appropriate. Provide technical expertise throughout the Preconstruction process.
- Help develop jobsite logistics plan(s) as necessary with Superintendent.
- Lead the Constructability review.
- Lead management of the Preconstruction schedule.
- Compile, verify, and publish project estimates.

Field Operations

- Manage day-to-day office and field operations.
- Create detailed logs and daily reports of construction activities.
- Review the plans and specifications for constructability and construction schedules and advise the project team of issues or deficiencies.
- Understand the Contract between TRIDENT and the Owner.
- Understand project budget/estimate and budget set-up.
- Understand trade contractor and supplier contract scopes, with a constant focus on procurement



and leadtime of materials in order to maintain schedule.

- Manage field coordination of the work.
- Assist in quantity takeoff and pricing estimates.
- Prepare, manage and update the detailed project schedule with sequence and activity duration including procurement items.
- Establish the punchlist process and close-out procedures with the Project Manager, Owner and Architect before trade contractor work starts. Maintain a Zero Punchlist goal with Subcontractor work.
- Schedule and procure tools and equipment necessary for the project.
- Mentor and train other employees as necessary.

Safety

- Maintain a safe and secure jobsite at all times.
- Ensure job safety requirements are understood and implemented by all project personnel and trade contractors, working with the safety support personnel as a resource. Continually strive for Zero Injury on all projects.
- Lead on-site safety meetings. Ensure all workers are put through appropriate safety training/review prior to starting work.
- Review the trade contractors' safety program(s) and MSDS information in the trade contractor start-up meeting.
- Watch for and correct any and all safety hazards at the jobsite. Report all safety incidents to safety personnel and/or TRIDENT Management.

Customer Service

- Understand and communicate to all field personnel the Owners goals regarding construction.
- Maintains positive relationships with the Owner, architect, and other project stakeholders throughout the project(s).

Business Development

- Participate in the marketing effort and growth of TRIDENT by making contacts, maintaining a network of possible clients, and identifying project leads.
- Participate in presentation and proposal preparations constructability into the process.
- Participate in determining sequence and activity duration on schedules for proposed projects.
- Be on lookout for project leads for TRIDENT.
- Participant in at least one external industry organization.

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841 East Fort Avenue, Unit 319
Baltimore, MD 21230
WWW.TRIDENTBUILDS.COM