



Changing The Way People Live

**TITLE:** Project Manager  
**REPORTS TO:** Vice President, Construction  
**JOB STATUS:** Full Time, Exempt  
**LOCATION:** Rochester, NY

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### **POSITION SUMMARY**

Manages and coordinates project activities from preconstruction through final completion. This involves developing project budgets, estimating, planning, procurement, monitoring job costs, and coordination with the project team. The Project Manager must maintain relationships with project Superintendents, Subcontractors, project Owners, and Designers to ensure our team delivers a safe, timely and quality building project.

### **ESSENTIAL FUNCTIONS**

- Develops and updates critical path project schedules.
- Effectively communicates the means and methods to all associated parties of the project team to ensure understanding of project goals and objectives and ensures that all means and method will maximize production, assure quality, minimize costs and promote safety.
- Develops an effective plan in conjunction with the Superintendent(s) and project team for constructing the project with the best means and methods necessary to complete each work activity and project goal.
- Procures subcontractors, supplies, materials and services.
- Communicates cost changes and reports projects' financial progress.
- Reviews, negotiates and approves all supplier and subcontractor payment requisitions.
- Updates job progress, schedule changes, change orders, job costs and other project information on a regular basis.
- Proactively monitors the progress of projects through updated schedules and actively works to remedy any schedule or cost variances through a collaborative approach.

### **KNOWLEDGE AND EXPERIENCE**

- Bachelor's Degree in Construction or Project Management or related Field.
- Minimum 7-10 years of related construction experience with 4 years of project management.
- Must have complete knowledge of all phases of construction.
- Must possess a valid, clean driver's license.
- Good judgment with the ability to make timely and sound decisions.
- Intermediate level of knowledge of Procore, MS Project Management, Microsoft Word, Excel and Outlook.

### **SKILLS AND ABILITIES**

- Must be able to manage multiple priorities and possess excellent follow through skills.
- Excellent written and verbal communications required.
- Must be proficient with Microsoft Office.
- Must be flexible and able to quickly change priorities.

- Ability to travel to various locations.
- The work is primarily conducted outdoors and may be subject to working in inclement weather.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of this job. The Project Manager is regularly required to:

- Walk, climb stairs, sit, and stand
- Talk and hear at normal levels.
- See with close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus.
- Reach with hands and arms.
- Use hands and fingers to operate tools and other business machines.
- Lift and/or move up to 50 lbs.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes or airborne particles, exposure to dust and asphalt, and moving mechanical parts. There may be occasional exposure to toxic or caustic chemicals. Conditions can also include risk of electrical shock and risk of vibration. The noise level in the work environment can often be loud.