



WWW.RMRGROUP.NET

CONSTRUCTION PROJECT MANAGER

JOB DESCRIPTION

RMR Group is seeking an experienced **Construction Project Manager** to work in Big Sky in a mixed commercial/residential environment, with hopes the Applicant is able to self-perform basic construction duties in a safe and efficient manner.

Work Scope

Responsibilities and tasks include, but are not limited to:

- **Oversee multiple projects, clients, and trade partners**
 - o Develop and maintain strong, productive supplier and trade contractor relationships
 - o Consult with architect, engineers, trade contractors, and clients with all project communication
 - o Perform project estimating and tracking
 - Material management for all project purchases
 - FF&E take-off and management
 - Create, manage & update finish selection master templates in Co-Construct
 - o Write scope for contract, change orders, purchase orders, RFIs, RFQs, submittals, and close out documents, etc., in Sage/Timberline Project Management software
 - Ensure subcontractors are fully executing and complying with contracted scope of work.
 - Maintain subcontractor compliance paperwork
 - o Maintain and update construction schedules for assigned projects in Co-Construct and update trade partners and clients as needed
 - Monitor production schedules, critical paths for projects, and trade contractor schedules to ensure timely project completion
 - Handle subcontractor coordination and execution for punch-list and warranty activities

- **Client management**
 - o Work with designers, owners, and clients, to set up project management program for each project
 - o Work with clients on FF&E options to ensure selections are made on time
 - o Provide weekly personal update to each client
 - o Conduct pre-closing walk-through with client
 - o Coordinate client punch list work



WWW.RMRGROUP.NET

- Onsite duties on assigned job sites
 - o Preside at pre- and post-construction meeting with each subcontractor to ensure contract compliance
 - o Oversee quality control inspections during key activities on the job
 - o Ensure projects are built to requirements and specifications established by construction drawings, building codes, and client expectations

Safety and Health Responsibilities:

- Assist, plan, and implement safety policies and procedures in compliance with local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA).
- Work with and through office and field management, to ensure compliance with safety and environmental procedures and to assist in the achievement of profitability/productivity requirements.
- Plan and implement training for employees in work site safety practices
- Maintain safety files and records
- Conduct post-accident investigation and prepares report identifying possible accident causes and hazards for use by company personnel and senior management.