

PROJECT MANAGER

Over the last 45 years, Fairbank Construction has earned the ranking as one of the Puget Sound's premier construction companies. We have grown a group of highly skilled professionals embodying integrity, excellence, and passion for building exceptional structures that exceed the expectations of our valued clients. Our scope of work ranges from remodels to multimillion-dollar custom homes and commercial properties. Our team works together towards a common goal; we are committed to our work, our clients, and to each other. We build cool stuff.

Job Description

Project Managers at Fairbank Construction Company are relationships based heavily involved from initial contact with the client and/or architect/designer through project close-out and beyond. As project principals, along with Superintendents, the Project Manager ensures and enables the highest level of estimating, scheduling, crew management, and client service from the beginning through the end of the project.

Fairbank Construction is looking for team players. While a Project Manager may be involved in several specific projects, he/she must share a commitment and desire to providing a high level of client service and to be a contributing part of the entire organization. He/she may also be asked to assist in other areas of the business, when circumstances require.

Reports to Senior Project Manager

Minimum Qualifications

- Minimum 2 years supervisory experience in high-end residential and/or custom-commercial construction
- Construction management degree or similar educational experience in the field
- Full proficiency in reading and interpreting architectural drawings and specifications
- Excellent verbal and oral communication
- Ingenuity, problem-solving, and project leadership in technical and construction processes
- Must be fully proficient in Microsoft Project (or other construction scheduling software), Excel, Word. Procore familiarity a plus.

Personal Attributes

- A desire and proven ability to provide outstanding customer service
- Humble—great team players lack excessive ego or concerns about status
- Hungry—aggressively pursues goals
- Smart—emotionally smart, that is, in interactions with others
- Solutions-oriented mindset, with an ability to move project teams forward

Required Skills and Experience

- Professional and effective communication among architects, designers, clients, subcontractors and construction teams to ensure a smooth flow of information/documentation
- Participate with initial project estimating, including quantity take-offs and materials pricing
- Prepare Pre-construction, schematic and contract CSI budgets and schedules from initial estimates, with consultation with Superintendents

- Issue RFPs, distribute plan documents to obtain bids from subcontractors, evaluate and cost level bids and proposals in finalizing subcontractor selections
- Negotiate, write, and review all subcontracts and purchase orders
- Manage subcontracts (projections, audits, approval, retainage, close-out)
- Prepare, review, and/or distribute submittals and shop drawings
- Prepare and review Budget Assumptions and Qualifications
- Provide Value Engineering cost analyses and recommendations
- Coordinate regularly with Superintendent on manpower and resource requirements
- Participate in jobsite quality control with the Superintendent
- Produce monthly Job Cost and Budget Reports in consultation with Superintendents and with management
- Oversee the change management process in consultation with superintendent and affected stakeholders (owner/vendor/subcontractor)
- Update billing projections monthly in communication with client and management
- Ensure RFIs, submittals and submittal logs are kept current
- Monitor daily job logs for accuracy
- Track all correspondence and maintain archive files and logs
- Review and approve timecards and ensure accurate coding of time in accordance with budgets
- Review, approve and cost code invoices weekly to insure timely monthly billing
- Receive, review, approve and process monthly applications for payment
- Work with Superintendent to ensure meeting notes are drafted and issued to relevant stakeholders
- Safety Conscious. Mentor and implement safety policies and procedures
- Provide timely project updates to the client and architect
- Coordinate service work with the client and subcontractors
- Conduct a post-construction project review
- Ensure that Project Closeout procedures are followed for all projects (warranties, extra materials, finish schedules, as-builts, etc.) and complete O&M manuals
- Maintain ongoing professional relationships with clients and architects

Compensation and Benefits

This is a full-time, exempt position, Monday-Friday. Fairbank Construction is an Equal Opportunity Employer.

- The salary range for this position is \$90,000-120,000 per year
- 6 Paid Holidays per Year (plus Veteran's Day if you are a military veteran)
- PTO 2 weeks of paid time off per year for sick, vacation and personal time, up to 4 weeks with years of service
- Paid Bereavement Leave
- 401(k) Profit Sharing plan with employer match
- Annual Incentives based on company performance
- Health, dental, vision, accident, and life insurance after 60 days for an employee working at least 20 hours per week
- Profit sharing bonuses
- Education assistance
- Cell phone stipend

- Flexible Spending Account

How to Apply

Applications accepted until the position is filled. Please send cover letter and resume to: hr@fairbankconstruction.com or visit our website and click on Contact us, Employment Opportunities. No phone calls please; only applicants selected for interviews will be contacted.