

Project Manager

Summary

The Project Manager works within the Development Department and is responsible for advocating the best interests of Crawford Hoying while overseeing construction projects through each phase of development. An in-depth understanding of construction practices and an ability to quickly assess structures to ensure that specifications are being met is essential to this role. This individual must have experience managing complex projects that exceed \$10M, as well as understand how projects are financed and budgeted. A keen ability to problem-solve is a must. There is frequent driving to projects in this role, but most travel will be conducted during the day with occasional overnight stays.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Read and interpret plans and specifications
- Consult with engineers, architects, and owners on design problems and change orders
- Evaluate alternate methods of construction for cost efficiency and quality
- Inspect the quality of contractor's work
- Coordinate with contractor on workflow and priorities
- Understand basic concepts and methods used by subcontractors
- Evaluate/coordinate with contractor on schedules and keep development team updated
- Provide input to contractor, subcontractors, and others in approved methods of construction
- Lead project teams by example and motivate them to top performance
- Hold contractor accountable for proper onsite safety measures
- Establish quality control standards and supervise their implementation
- Serve as liaison between builder, project team, and owner
- Communicate plans and wishes of owner to contractor, employees, architects, and others
- Solve problems and, when necessary, work with project team to complete required tasks
- Make quick, accurate decisions and take responsibility for decisions
- Notify contractor of owner changes far enough in advance to ensure that materials are delivered and that subcontractors arrive on schedule
- Take responsibility for monthly budget and other records
- Organize project files and standard operating procedures
- Attend seminars and training sessions
- Stay informed of the latest trends of the construction industry by reading articles, talking with material suppliers, and getting involved in trade associations
- Maintain a high degree of integrity and loyalty toward the company and its customers
- Maintain a good cooperative relationship with the company, architects, engineers, contractors, employees, materials suppliers, customers, and the general public
- Perform other duties as assigned

Performance Objectives (objectives include but are not limited to the following)

- The 7 Core Values that Crawford Hoying has established to maintain its desired culture
- Leadership and accountability
- Flexibility and effectiveness in collaborating with others
- Strategic approach to problem-solving and troubleshooting
- Adaptability in a fast-paced, changeable work environment
- Adeptness in navigating complex challenges

CRAWFORD HOYING IS A PROUD EQUAL OPPORTUNITY EMPLOYER

6640 Riverside Drive, Suite 500 | Dublin, OH 43017 | tel 614.335.2020

www.crawfordhoying.com

Preferred Knowledge, Skills, Education, and Experience

- 3-7 years minimum of construction project management and architectural experience
- Proven ability to lead \$10M+ complex construction projects
- Proficiency with Microsoft Office products
- Ability to read plans and basic drafting (including AutoCAD, Revit) experience
- Bachelor's degree in Architecture, Building Science, Engineering, Construction Management, or a related field
- PMP or an equivalent certification preferred
- Driver's license

Work Environment

The Project Manager interfaces with external and internal customers on a regular basis. This employee regularly works outside and is occasionally exposed to extreme cold and extreme heat. The core hours for this position are 8:00 am to 5:00 pm, Monday through Friday, but the hours may vary depending on the project.

Physical Requirements

This employee's physical condition and performance must be sufficient for the consistent and successful completion of the responsibilities and professional standards defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds. The Project Manager is often required to drive during the course of the day.

If you are interested in applying for this position, please email your resume to hr@crawfordhoying.com.

CRAWFORD HOYING IS A PROUD EQUAL OPPORTUNITY EMPLOYER

6640 Riverside Drive, Suite 500 | Dublin, OH 43017 | tel 614.335.2020

www.crawfordhoying.com