



Bald Hill Builders

25 Walpole Park South, Unit 10

Walpole, MA 02067

Tel: 781-806-5951

Fax: 781-806-5952

Title: Project Manager

Location: Walpole, MA

The Project Manager will be responsible for:

- Planning, execution and close-out of construction projects.
- Creating clear and attainable project objectives.
- Managing the constraints of the project (time, cost and quality).
- Maintaining client relationships.
- The Ultimate Responsibility for all day to day management of projects.
- Perform Plan Reviews.
- Write Scopes of Work and Prepare Subcontract Agreement.
- Process submittals and RFI's.
- Administer Change Management.
- Assist with Estimating, Bidding and Buyout of projects.
- Assist in the development and maintenance of construction project schedules using Critical Path Management (CPM) techniques.
- Assist Superintendent(s) with the implementation of job site safety procedures, notifications, signage, supplies, and equipment.
- Code all documents for job site filing.
- Work with Insurance Coordinator to ensure insurance and bonds are current and accurate.
- Communicate effectively with the Owner, coordinating team meetings, preparing Meeting Minutes, completing contract documents, and reviewing consultant and contractor pay applications.
- Draft meeting agendas for all project meetings.
- Preparation of daily and monthly reports.
- Development of punchlists and the follow-up necessary to ensure timely completion of punchlist work.
- Obtaining required permits for the work from local, state and federal agencies and in coordinating required inspections by appropriate inspectors.
- Ensure Field Personnel are completing their daily reports (logs of key activities, files and shop drawings, daily photographs, etc.).
- Take, Store and Upload daily photographs representative of the days progress, calling particular attention to defects that require additional attention.
- Report any problems promptly to the Project Executive(s), Operations Manager and Vice President, as may be appropriate.
- Establish and maintain relationships with clients and subcontractors.
- Assist team with the development and maintenance of the project schedule.
- Ensure that all work is performed consistent with the contract documents and will meet or exceed client expectations.
- Ensure that all subcontractors participate in a pre-construction meeting prior to starting work on the project.
- Ensure that all work is being performed in a quality and workmanlike manor.
- Work with Superintendent(s), General Superintendent and Project Executive to provide labor forecasts

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- Prepare material take-offs and order materials
 - Attend periodic meetings including owner meetings, subcontractor meetings, etc.
 - Ensure that as-built working drawings are maintained as well as the current drawing log and revision log, communicating this to the subcontractors.

The Project Manager will report to the Project Executive.

Qualifications: Project Managers shall:

- Have a Bachelor's Degree in Civil Engineering, Construction Management or related disciplines is required, or have 5-10 years of experience in related construction fields
- Proficiency in Microsoft Office products including MS Project.
- Ability to read blueprints, and perform quantity take-offs.
- Excellent verbal and written communication skills.
- Have an OSHA 10 Certificate
- Be hard working, passionate, and have a high degree of integrity. Professionalism and quality mindedness are essential for this role
- Be committed to excellence
- Be self-motivated and self-confident
- Be capable of dealing with ambiguity and tight work oversight
- Be able to constantly multi-task and handle competing priorities while maintaining excellent customer relations
- Possess business judgment to negotiate the critical balance between budget and construction processes
- Have excellent organizational skills to manage the many details necessary for successful construction
- Have judgment to know when to appropriately escalate issues up the chain of command
- Be a quick study and be capable of responding to complex issues
- Have excellent problem-solving skills and the ability to take action confidently and decisively
- Be willing to wear a uniform consisting of OSHA approved footwear, hardhat, tan pants, collared shirts and monogrammed jackets
- Have a working vehicle and a clean driving record
- Be willing to travel within a 100 mile radius of Boston, MA

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