

## **Job Description: Senior Project Manager/Team Leader**

### ***Summary of Responsibilities***

The Senior Project Manager is responsible for leading and managing a team of project managers, assistant project managers, and superintendents to deliver exceptional results for our clients. The Senior PM is an executive level position, and is expected to identify, propose, close, and manage construction projects which generate profits for Bognet. As an executive, the Senior Project Manager should lead by example and personify The BOGNET Way.

### ***Relentlessly Proactive***

At Bognet, our business strategy is to be the most proactive General Contractor in the Washington metropolitan area. Therefore, we hold every employee to the standard of being “*Relentlessly Proactive*,” and we expect this behavior to permeate every activity.

### ***The Relentlessly Proactive Senior Project Manager***

- Develops solutions to make sure that issues never become problems.
- Studies bid specs carefully, looking for potential issues before we ever start the job.
- Asks lots of questions and sees things that other firms miss.
- Studies drawings in detail and ask lots of “what-if” questions.
- Is exceptionally well prepared for interviews.
- Develops contingency plans in advance to mitigate potential risks – just in case an item on the critical path is delayed.
- Understands the subcontractor scope and contracts, and identifies opportunities and risks.
- Holds our subcontractors to the same standard of being *Relentlessly Proactive*.
- Makes sure that our client never has to wonder what is happening with their job. We would rather over-communicate than under-communicate.
- Does whatever it takes to deliver on our promise. We do what we say we will do, when we say we will do it.
- Leads their teams in a *Relentlessly Proactive* way to maximize the contributions of each member.

### ***Managing Projects - The BOGNET Way***

#### **Build Long Term Relationships**

- Business Development
  - Develop a comprehensive Business Development plan to generate at least \$3M in business.
  - Ensure that every member of the team has a comprehensive Business Development plan to meet and exceed their targets.
  - Attend at least one networking event per month.

- Attend interviews as required to close new business.
- Attend industry, social and non-profit events to build relationships and identify new opportunities.
- Client Relationships
  - Proactively build and sustain relationships with targeted clients.
  - Initiate new projects with architects, engineers and owners.
  - Successfully identify and develop a specific niche.
  - Proactively communicate with the client team at all times.
- Subcontractor Relationships
  - Proactively develop relationships with the subcontractor community.
  - Recruit new qualified subcontractors to work for Bognet.
  - Track and procure new work through the subcontractor community.
  - Return phone calls as if the subcontractor was a client.
  - Ensure that subcontractor invoices are reviewed and approved within 5 business days.

## **Operate as One Team**

- Participate in Bognet Executive Team meetings as required, demonstrating a comprehensive knowledge of the status of every project under your control.
- Lead a team of Project Managers and Assistant Project Managers to deliver exceptional results.
  - Recruit high-caliber personnel from outside sources, college campuses, etc.
  - Recognize the skills of project personnel, nominating worthy individuals for BOGNET Way and *Relentlessly Proactive* awards.
  - Delegate the appropriate level of responsibility to team members ensure that the project/tasks run smoothly.
  - Manage multiple project teams successfully while maximizing both profit and client satisfaction.
- Work with on-site Superintendents to deliver the highest possible quality and customer satisfaction.
- Lead the pre-construction/RFP package effort with the help of the estimating department.
- Build strong win-win relationships with other departments within Bognet, including accounting, marketing, business development, estimating, and superintendents.

## **Go the Extra Mile**

- Ensure that every project is managed to maximize client satisfaction.
  - Ensure that the project quality control plan is in effect and followed.
  - Ensure that the punch list is completed to the client's satisfaction.
  - Submit project change orders to clients within one week of request.
  - Complete and distribute meeting minutes within 72 hours of progress meetings.
  - Return all calls and e-mails within 24 hours.
  - Prepare, complete, and submit O&M manuals to clients within 30 days of substantial completion.
  - Complete WIP reports within scheduled timeframe.
- Ensure that the job processes are followed in accordance with policy.

- Proactively monitor the progress of the project through updated schedules.
- Assist the project staff in resolving scope problems with subcontractors.
- Review and ensure that the safety plan is in place prior to starting work.
- Ensure that the field staff is administering the safety plan.
- Submit projects for industry awards as appropriate.

## **Never Stop Improving**

- Initiate development program to build professional and managerial skills.
  - This should include certifications such as LEED.
- Ensure that all PMs and APMs on the team complete professional development programs to improve their skills and business results.
- Read local business and relevant construction trade publications.
- Initiate suggestions for company-wide process improvements.
- Research and maintain technological excellence in their work environment.

## **Engineer Win-Win Solutions**

- Teach subordinates to identify, document and plan to avoid risk.
- Negotiate changes to the Bognet subcontract with approval from higher authority.
- Successfully complete projects to maximize profit and client satisfaction.
  - Identify creative ways to deliver additional profit if possible.
  - Minimize profit fade.
  - Ensure accuracy in the budget projections.
- Manage projects to maximize positive cash flow.
  - Ensure that project invoices are submitted to clients by the 25<sup>th</sup> of each month.
  - Collect Accounts Receivables within 45 days of project completion.
  - Ensure that pending Accounts Payables are turned into Accounting within 15 days of receipt.
- Identify and negotiate time extensions where justified and or allowed.

## **Take Ownership**

- Complete all activities with a pride of ownership “as if it was *your* name on the door.”
- Participate in company-wide events, such as meetings, socials, etc.
- Ensure company contractual standards are being met prior to performing work.
- Demonstrate adherence to and performance in keeping with the goals of Bognet’s Equal Employment Opportunity Policy and Affirmative Action obligations.

## ***General requirements for all positions:***

- Excellent written and verbal communication skills.
- Must know Microsoft Office products (Word, Excel, and Project) and Timberline.
- Must be self-motivated & punctual.
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally.



- Must be professional and polished in appearance and speech.