

<b>Job Title:</b>	Senior Project Manager	<b>Reports To:</b>	Project Director
<b>Division:</b>		<b>FLSA Classification:</b>	Exempt
<b>Department:</b>	Project Management	<b>Salary Grade:</b>	6

### Position Purpose

Provide supervision of designated project(s) to ensure that project(s) are delivered within budget and schedule while building and maintaining a lasting relationship with clients, design team professionals, and subcontractors.

### Essential Functions and Responsibilities

#### Construction Knowledge

- Teaches and mentors the project team on construction methods; sequences and proposes creative solutions to field problems; oversees controls.
- Serves as a resource to the project manager when course correction is needed.

#### Quality

- Ensures overall QA/QC compliance and takes any action necessary to minimize risk.

#### Safety

- Promotes safety culture to clients.

#### Leadership & Organization

- Serves as a project team mentor.
- Develops team organizational chart and secures resources needed for project success.
- Maintains overall project organization; mentor and trains team and sets expectations.
- Resolve internal staff problems as needed.
- Accountable for all communication; approves and reviews all critical or legal notices, letters, emails, etc.

#### Schedule Management

- Leads team schedule process.
- Ensures procurement schedule is met to support construction schedule.
- Able to understand and identify schedule keys and rules of thumb from other projects and how to evaluate and plan for; proactive milestone management.

#### Project Planning

- Ensures that transition meetings (operations and preconstruction) occur.
- Understands and practices strategic planning.

- Mentors and assists team in solving problems, can adjust planning to changes or impacts, and can creatively overcome.

### **Risk Management & Problem Solving**

- Performs the final review and approval of subcontracts prior to issuance.
- Mentors subordinates to write subcontracts, purchase orders, and change orders.
- Assists in negotiating terms and conditions of owner contracts.
- Minimizes the negotiated changes to KBR Building Group subcontract form with approval of higher authority.
- Mentors team members to identify risk and properly documents to avoid it.
- Oversees and manages all risk items on the project including contracts, change orders, impacts/delays, notices, and letters.
- Can identify risk ahead of time and establish processes to mitigate and manage; understands “red flags” and key indicators and trains team on these; can resolve project risk issues to satisfaction.
- Ensures that subcontract, purchase orders, and change orders are reviewed and well-written.

### **Finance**

- Can develop and manage general conditions that are achievable by team.
- Reviews accuracy of project team reports.
- Mentors team members on complex cost issues; can resolve to satisfactory position.

### **Preconstruction/Estimating**

- Given support staff, manages that staff to bid a project with preconstruction personnel.
- Participates in Value Engineering process which maximizes benefits to Client and minimizes risk to KBR Building Group.

### **Sales/Client Development**

- During and post project, proactively maintains positive relationship with client to nurture relationships.
- During and post project, proactively maintains positive relationships with subcontractors and vendors.
- During and post project, maintains ability to participate in sales activities with some preparation.

### **Technology**

- Able to quickly learn and adapt to clients’ driven data systems (cost reporting, etc.).
- Champions use of systems by all team members and enforces compliance.

## **Qualifications & Requirements**

### **Education / Certification**

Related Degree and/or Experience

### **Recommended Work Experience**

7 to 20 years

### **Recommended Knowledge, Skills, and Abilities**

Knowledge of computer programs such as Microsoft Office, scheduling software, internet, and project management software; Knowledge of industry trends, innovations, market, and geography; Knowledge of corporate and industry practices, processes, and standards; Highly skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, conflict resolution, cost management, training, forecasting, and management of others.

### **Working Conditions**

Considerable local and non-local travel required; Work with or lead a group and/or team; Frequent conflict situations may be present; Work after normal business hours.

### **Performance Measurements**

- Annual Performance Review
- Regular Project Updates
- Monthly Job Cost Reporting
- Internal and External Client/Customer Feedback
- Possible peer and/or 360 degree surveys