



## Project Manager

The Renaissance Companies invites you to be part of our team and culture!

As a Renaissance Project Manager, you will provide oversight of projects, while adhering to established safety and quality programs for a timely and successful project completion. Renaissance Project Managers maintain professional working relationships with owners, architects, engineers, subcontractors and co-workers. Project Managers must have a sense of urgency and ability to multi-task, but not compromise the safety of anyone.

Project Managers' Responsibilities shall include:

1. Accountability for all project finances - Billings, Change Orders., Reports / forecasts, RFP's
2. Review jobs / expenditures with Superintendents
3. Preparation and monitor contracts.
4. Review Owner contract with team for implementation
5. Prepare / monitor Subcontractor Contracts
6. Project scheduling, input on initial schedule - review Baseline updates and review Three week look ahead
7. Submittal reviews, including identification of long lead items and insure their ordering and any other crucial procurement of materials.
8. Estimating.
9. Implementation of The Renaissance Companies' quality and safety program on projects.
10. Proper and timely execution of data management for projects.
11. Establish and maintain team member relationships and priorities as required to achieve project goals.
12. Ensure the successful, safe and on time completion of assigned project.
13. Permit procurement and coordination with governing agencies and utility companies.
14. Finalize close out requirements, including as-builts, operation and maintenance manuals, warranties and other project and job specific required items.
15. Team / Project facilitator / Team Training – insure the continued professional development of all team members
16. Create Deficiency List and monitor progress
17. Attend and run Owner's meetings. Attend site Subcontractor meetings
18. Superintendent support
19. Back check drawings with Superintendent
20. Insure that all permits are in place
21. Create RFI log and support as required
22. Update and keep current the Record set of Drawings and As-Built drawings

### Qualifications:

- Education - This position should possess the knowledge base and experience of a Project Manager. In addition, it is preferred to have a four (4) year construction related degree or equivalent technical training.
- Experience - A detailed and advanced knowledge of construction including codes, standards and means and methods.
- Safety – OSHA10 hour, CPR/First Aid certifications preferred.
- Technical - Experience with Microsoft applications including Microsoft Project. Experience in Timberline software.
- Communication - Must possess excellent communication and interpersonal skills.
- Provide demonstrated ability to manage a team of varied trades, scopes and disciplines.

Please submit your resume, project experience and a copy of certifications to [safety@renaissancecos.com](mailto:safety@renaissancecos.com).

Logon to our website to learn more about The Renaissance Companies at [www.renaissancecos.com](http://www.renaissancecos.com).