

We are seeking an experienced Project Manager – Design and Construction (Owner’s Rep) with educational facility experience (preferred) to join our Program Management (PM) Team in Miami, Florida.

Requirements - (Do not apply if you do not have BOTH of the following):

- **10+ Years Construction experience with 5 years Project Management experience**
- **Undergraduate / Graduate degree in Engineering, Construction, Project Management, or related field**

Position Summary:

The Project Manager oversees all aspects of multiple simultaneous construction projects and is the Owner’s primary point of accountability for project life cycle deliverables of assigned projects including design and scope development, management of projects during construction, cost and schedule tracking, change management, and final delivery (project closeout) of projects all as determined by the Owner. The Project Manager manages resources, performs quality assurance inspections, and follows up with testing and permitting agencies. You will set, organize, and chair various meetings including progress meetings with architects, contractors, and others as appropriate and reports same to Owner. You will cooperate with the Owner to ensure projects are designed appropriately by providing high level reviews of project submittals for accuracy, completeness, and compliance with initial planning and design guidelines, and that the facilities are then constructed to plans, specifications, and standards.

Specific Educational and Job Skill Requirements:

Undergraduate or Graduate degree in Engineering, Construction, or Project Management or related field, ten years of related work experience and the following job skills:

- Must be goal-oriented, having the ability to work with and meet established objectives, priorities, and deadlines on a consistent basis.
- Leadership role to Owner’s project team, including delegating team member responsibilities.
- Skilled in the administration and planning, design, and construction of multiple projects occurring concurrently and in managing and providing services to support the Planning, Design, Construction, and Closeout Phases of a major capital building program.
- Serve as the main point of contact for assigned projects.
- Apply defined policies and procedures and take responsibility for decisions and project issues.
- Ability to build and foster relationships with management, coworkers, contractors, and Owner.
- Excellent problem solving skills with good judgment and decision making.
- Outstanding project management skills, including proficiency with Microsoft Office.
- Superior communication, planning, and organizational skills both oral and in written English.
- Ability to build consensus and to negotiate disputes and effectively mitigate cost related issues.
- Responsible for negotiating and managing contract changes.
- Complete familiarity with the billing process.
- Consistently provide Owner with all job related information regarding status of project.
- Forecasts, manages, and reports on project financials, matched to the current project schedule.
- Experience in both horizontal and vertical construction.
- Knowledge and expertise in reviewing site planning and design issues such as: transportation, zoning, building orientation, on-site parking and stacking, drainage, and landscaping issues.
- Project diary and photographic records.
- Other associated tasks as required/assigned.

Job Type: Full-time

Pay Range: \$77,000 to \$89,000 per year