



**Dedicated team is seeking an experienced Commercial Project Manager!**

## **WHAT WE DO**

We are men and women who believe it requires investment to be great. We're dedicated to our craft because we know the quality of our effort is seen in the concrete product we create, whether others will see it or not.

Although many will never see what is below their flooring, we take great pride in providing the highest quality concrete foundation that not only looks great but will withstand the test of time.

Our team always has top of the line equipment and software to ensure a smooth process. We have been serving Colorado Springs builders, general contractors, and homeowners for 25 years and are looking forward to many more.

## **THE OPPORTUNITY**

Work as the primary point of contact with the client and on-site team to ensure the project is completed on time and within budget, that the project's objectives are met and that everyone is doing their job properly. Oversee or manage all aspects of project to provide a quality, timely and on budget is achieved, the most efficient resources are used, and the different interests involved are satisfied. Work to obtain the highest customer rating possible.

## **WHAT YOU WILL BE DOING**

- Fully understand estimate(s), contract documents and project scope of work.
- Manage the setup, population, editing and monitoring of Plan Grid or other platforms to ensure they contain all current project documents and information.
- Review, write and execute subcontracts and purchase orders to mobilize subcontractors and release project suppliers to ensure delays do not occur.
- Manages the timely review of all submittals and all shop drawings for accuracy and to ensure compliance with contract documents and project submittal log.
- Manage and or coordinate and expedite materials and information for field execution teams.
- Daily monitoring and editing of the Project Logistics tracking document to make sure we are tracking all pertinent job-related submittals and materials and that sufficient lead time is being allowed to ensure approvals, fabrication and delivery of materials on time for the execution of the work.
- Act as the primary contact and liaison with GC/Architect for projects assigned, including correspondence regarding status of construction, creating/tracking and closing out RFI's, change management issues, and responding to questions.
- Partake in commercial Business Development (pro team) meetings focused on developing and maintaining relationships with key contacts and key clients
- Manage the document control process – Logging and tracking plan changes, ensuring execution teams have the correct most updated plans and that the work is being constructed in accordance with the contract requirements
- Coordinate and lead pre-install and closeout meetings
- Assist Superintendent with review of project schedule, budget, procedures, staffing and allotment of resources.

- Creation and submission of change orders (Director of Commercial review/approval prior to submission)
  - Maintain accurate records of contract changes and internal contract adjustments
  - Maintain orderly documentation of all transactions
  - Assist with preparation of notices to the owner/GC's in the event of damages, potential delays or changes
  - Attend jobsite meetings
  - Track work progress in order to prepare monthly project billings
  - Representing the client's or organization's interests
  - Providing advice on the management of projects
  - Carrying out risk assessment
  - Making sure that all the aims of the project are met
  - Making sure the quality standards are met
  - Using IT systems to keep track of people and progress
  - Monitoring sub-contractors to ensure guidelines are maintained
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **WHAT YOU WILL BRING TO OUR ORGANIZATION**

- Degree in Business, Engineering, Construction Management, Architecture or a related field or 10+ years of relevant field experience.
- Construction-related certifications are desirable.
- Organizational skills
- Analytical skills
- Well-developed interpersonal skills
- Numeracy skills
- Commercial awareness
- Communication skills
- Team working skills
- Diplomacy
- Ability to motivate people
- Management and leadership skills

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Constantly works in outdoor conditions, with possible extreme temperatures.
- May be expected to travel out of town to work on projects.
- May usually work irregular hours and often work early mornings and during weekends and may also do shift work and be on call. Generally, work longer hours in summer.
- Work in most weather conditions and in conditions that may be noisy, wet, cold, dirty, and dusty.
- While performing the duties of this job, the employee may be required to reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.





- The employee may be required to frequently lift and/or move up to 50+ pounds and occasionally lift and/ or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **WHAT OUR ORGANIZATION IS PROVIDING**

- Salary Pay Range: \$80,000- \$120,000
- Discretionary Bonus
- Health Insurance
- PTO & Holiday Leave
- 401K/Profit Sharing

Rusin Concrete provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, genetics, veteran status, or other legally protected characteristics. In addition to federal law requirements, Rusin Concrete complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Rusin Concrete will not discriminate or retaliate against applicants for failing to disclose wage history in accordance with applicable state law.

Rusin Concrete expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Rusin Concrete employees to perform their job duties may result in discipline up to and including discharge.