

PROJECT MANAGER

Newkirk Novak Construction Partners is a Kansas City based provider of Construction Manager at Risk, Construction Manager Agency, Design Build and General Contracting services to the Kansas City market. We are currently seeking experienced Project Managers for our growing project backlog with our national client base. The continued satisfaction of our clients is a top priority. Excellent client, A/E, and subcontractor/supplier relationship skills are a must.

JOB DESCRIPTION

Our Project Managers help plan, manage and execute all production and financial aspects of assigned projects. Projects consist of a wide range of commercial construction project types. Primary Responsibilities include:

CONTRACTING AND FINANCIAL RESPONSIBILITY

- Complete scope review and bid analysis, including award of subcontracts.
- Buyout and negotiate all subcontracted scopes of work and major equipment purchases.
- Write all Subcontractor Scopes of Work.
- Review and approve subcontractor and vendor invoices.
- Review and issue Subcontractor Change Orders.
- Assist Project Coordinator in obtaining Subcontractor Insurance Certificates as need.
- Manage change orders, contingencies and allowances for clients.
- Process applications for payment.
- Prepare monthly project financial projections.

SCHEDULING

- Develop and maintain the project schedule.
- Identify the elements of project design and construction that could impact the schedule.
- Monitor the progress of the construction activities against the Project Schedule.
- Perform scheduled progress updates with the client regularly.
- Ensure that all construction activities progress according to published schedule.
- Review the Superintendents 3-Week Look Ahead Schedule weekly.

SAFETY

- Promote a safe workplace and present positive leadership in regard to Project Safety.
- Participate in safety meetings and provide record keeping for the project.
- Investigate and document any safety incidents or accidents on a project.

MEETINGS AND COMMUNICATION

- Conduct Preconstruction Meetings at the kickoff of each project.
- Conduct weekly Progress Meetings with client and subcontractors.
- Make periodic Site Visits review the work and conduct Quality of Work inspections.

EDUCATION AND EXPERIENCE

Bachelor's degree in Construction Management, Engineering or related work history is required. Applicants with a minimum of 4 years General Contracting Project experience will be considered.

Good working knowledge of MS Windows, Word, Excel, Project and Outlook is required. Experience using Sage Timberline Project Management software is a plus.

COMPENSATION

Newkirk Novak Construction Partners offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays and 401k Plan with company match.

PLEASE SUBMIT RESUME TO INFO@NEWKIRKNOVAK.COM