



**EVERGREEN INDUSTRIAL, LTD.
STEEL ERECTOR | GENERAL CONTRACTOR**

JOB DESCRIPTION: PROJECT MANAGER

TITLE: Project Manager

DEPARTMENT: Operations

REPORT TO: Senior Project Manager Adam Yee

DIRECT REPORTS: Construction Managers, Construction Engineer, Superintendents, Field Crews

SUMMARY STATEMENT:

Manage all facets of Evergreen Industrial projects with the following goals: safety, quality, cost control, timeliness, integrity and client satisfaction. Involves interaction with Sales, Estimating, Design, Accounting and Human Resource Departments.

ESSENTIAL FUNCTIONS OF POSITION (to include, but not limited to):

- Review estimate, budget and drawings for accuracy and conformance to the Scope of Work.
- Schedule project meeting with Sales, Estimating and Design.
- Responsible for obtaining building permits.
- Monitor Design for timely drawing production.
- Review drawings/specifications for accuracy and constructability.
- Solicit bids and award subcontracts.
- Complete quantity take-offs.
- Order and purchase materials and ensure timely delivery.
- Assist with initial procurement of rental equipment.
- Meet with client, develop relationship, and ensure satisfaction.
- Schedule work and monitor progress.
- Assist in sales functions.
- Conduct job site inspections for conformance and quality.
- Assure vendors and subcontractors are paid in timely manner after review/approval of invoices and pay requests.
- Communicate frequently with the project superintendent regarding progress, manpower, schedule, pending changes, etc.
- Communicate with management and sales regarding job progress, status, problems, etc.
- Produce Cost Report once a month.
- Review Cost Reports weekly.
- Prepare cash flow projections.
- Schedule final job site walk through before the Superintendent leaves the project.
- Monitor and enforce Company safety requirements.
- Communicate positive affirmations and constructive feedback to those involved.
- Participate and cooperate with every department while enthusiastically advocating teamwork and frequent communication.



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MINIMUM QUALIFICATIONS:

- Relevant education or five to ten years project management
- Materials procurement - one year experience
- Estimating experience preferable
- Scheduling - one year minimum
- Ability to read and understand blueprints
- Ability to review and analyze cost reports
- Negotiation skills
- Ability to work in stressful situations for extended periods of time while remaining even-tempered
- Confidentiality required
- Willing to work in a fast-paced production environment, which may include physical labor
- Extended work days and work week
- Some knowledge of codes (i.e. UBC, ADA, etc.)
- Knowledge of safety requirements
- Computer skills - Project, Excel, Word, Outlook software
- Some field experience
- Good record keeping skills
- Willingness to travel, often on short notice, and/or extended field assignments
- Ability to work well with co-workers, clients, subcontractors, and vendors in a professional manner
- OSHA certified preferred

JOB MAY REQUIRE:

- Bending/stooping
- Squatting
- Crawling
- Climbing to heights of over 100'
- Reaching above shoulders
- Kneeling
- Twisting
- Climbing stairs
- Heavy lifting
- Working extended periods of time in stressful situations
- Outdoor work in various weather conditions

EVERY EMPLOYEE OF EVERGREEN INDUSTRIAL DOES WHATEVER IT TAKES TO GET THE JOB DONE.