



Inland Pipe Rehabilitation LLC.

Job Title:	Project Manager	Job Category:	Exempt
Department/Group:	Operations		
Location, Business Unit:	IPR – Great Lakes	Hiring Manager:	GM/ Regional VP
External URL:	www.teamipr.ciom		

Job Description

Project Management Expectations & Capabilities review

Under the direction of the GM a successful project manager will plan, direct, coordinate, budget and manage and execute through subordinate supervisory field personnel. Manage all activities concerned with an assigned pipe rehabilitation contract and/or project. Responsibilities include but are not limited to day to day project management to assure successful on time and on budget completion. Contract management values range from \$250,000 to \$17-21 million. Field Crews range from 1-4, each generating revenue on average of 5 million.

- Participation and active involvement in bid process.
- Project cost estimation – (labor, materials, and subcontractors.)
- Contract document familiarization review and understanding of key points.
- Attends all pre bid, bid award meetings, project completion, inspection job walk through's including conference calls, routine field visits etc.
- Proficient with IPR solutions technologies.
- Proficiency with blue prints and specification book.
- Prepares and submits specification and conformance guide reference report to customer.
- Schedules the project in logical steps, and budget time required to meet deadlines.
- Confers with supervisory personnel, engineers, inspectors, contractors, and officials to discuss and resolve matters such as work procedures, complaints, and installation deviations.
- Proactively negotiates change order with, clients, suppliers, and subcontractors.
- Approves job related invoices, crew's timesheets weekly.
- Communicates, plans, organizes, and direct activities to field operations in compliance with contract requirements
- Ensures project is executed safely and within quality control guidelines.
- Manages direct and indirect costs, revenues, timelines and margins.
- Incorporates solution provided up-selling on existing and future projects
- Able to communicate effectively with engineers and inspectors and city officials.
- Develops trusting relationships with vendors, customers and contractors.
- Prepares and submits budget estimates and progress- and cost-tracking reports.
- Takes actions to deal with the results of delays related, bad weather, or emergencies at project sites.
- Studies job specifications to determine appropriate installation methods.
- Orders equipment and material for jobs.
- Gathers information on claims and disputes and negotiates settlement.
- Monitors daily production reports to ensure thru put mandates are met.
- Daily scheduling of crews.
- Reviews, prepares and presents performs work in progress reports (WIP).



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- Tracks percentage completion of project.
- Reviews/approves subcontractor proposals and pay requests.
- Orders materials and supplies.
- Orders utility service locates.
- Obtains all required permits
- Able to explain issues questions or concerns pertaining to project and resolves encumbrances
- Be computer literate and experienced with estimation, job costing, scheduling software
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's degree in construction science, construction management, or civil engineering and or operations military experience preferred, and or at least 4 years' experience in PM or similar role.
- Ability to understand contracts, plans, specifications, and regulations.
- Ability to be flexible and work proactively in a fast-paced environment, work well under pressure, particularly when faced with unexpected occurrences or delays.
- Ability to coordinate several major activities at once while analyzing and resolving specific problems.
- Must understand civil engineering, schematics, and other construction drawings.
- Must be familiar with computers and software programs for job costing, online collaboration, scheduling, and estimating.
- Experience with municipalities and or Industrial industries
- Excellent oral and written communication and leadership skills.
- Must be able to establish a good working relationship with a variety of Stakeholders, including owners, other managers, engineers, supervisors, and craft workers.
- May require travel. Must be available on-call at all times to address concerns.
- Construction Manager Certification by the American Institute of Constructors or Construction Management Association of America preferred. PMP certification a plus.

EEO

Reviewed By:	General Managers	Date:	September 1, 2013
Approved By:	HR	Date:	October 1, 2013
Last Updated By:	R Cuevas	Date/Time:	10/1/13