



Senior Project Manager

Provides managerial oversight to a construction project or a series of construction projects. Responsible for the overall direction, administration, completion, and financial outcome of a construction project. Manages work of project teams including facility administration, project coordinators, subcontractors, site engineers, and contracted consultants responsible for developing project scope, budget and schedule, to establish operational priorities and maintains satisfactory relationships with service area leadership and staff, etc.

This role is based remotely in Tustin, CA. You must be willing to travel up to 80% of the time throughout Southern California and may require extended overnight stays.

POSITION RESPONSIBILITIES AND DUTIES:

- Review all subcontract agreements and implement the subcontractor's scope of work
- Have a clear understanding of the project specifications and ensure the subcontractors are implementing the requirements outlined in the specifications
- Review all design documents, submittal information, shop drawings, develop-RFI's, and submittals to the architect and/or engineers
- Maintain the RFI and submittal logs
- Participate in the development and updates of the project schedule
- Participate in the distribution of drawings to subcontractors, collecting bids and reviewing bids for complete scopes of work
- Analyze and resolve field construction issues
- Maintain job files
- Prepare meeting minutes for all jobsite meetings
- Prepare daily status reports and maintain records of all inspections and tests
- Update and maintain the as-built drawings daily
- Monitor the quality control procedures as outlined in the INDECON Quality Management Manual
- Maintain the performance of the subcontractors at a level consistent with the established construction schedule
- Ensure all work, whether performed by subcontractors or INDECON self-perform group meets the highest standards of quality workmanship
- Ensure all on-site activities are carried out in strict accordance with the company's Loss Control Manual and all applicable OSHA safety regulations
- Provide excellent customer service, including accommodating customer's needs in a professional and courteous manner

OBJECTIVE OR GOALS TO MEASURE PERFORMANCE:

- Zero accidents and consistently safe jobsite for all personnel and subcontractors
- Ensure each project meets the highest standards of quality control
- Maintaining the project schedule for on-time delivery to client
- Overall profitability of each project



KNOWLEDGE, SKILLS & ABILITIES

- You are a self-starter with strong analytical, mathematical, written and communication skills, and ability to work in Microsoft - Outlook, Word, and Excel.
- Working knowledge of construction management software packages including BIM and Suretrak
- Excellent time and project management skills with the ability to run multiple projects ranging in size and complexity.
- Strong leadership skills with the ability to lead others and work with cross-functional teams with a positive can-do attitude
- Ability to read and interpret blueprints and maintain as-built drawings

REQUIRED QUALIFICATIONS

- Bachelor's degree in construction management, engineering, or equivalent
- 8+ years' experience in all aspects of the design and construction process including standards and costs
- Minimum 2 years of commercial and medical construction experience
- Infectious control certification