

1.0 POSITION TITLE

- 1.1 This standard procedure establishes and describes the duties, authority and responsibilities of the Project Manager of West Coast Contractors, Inc.

2.0 FUNCTIONAL ROLE

- 2.1 The basic function of the Project Manager is to effectively support management of West Coast Contractors' construction projects. This position assists in all interfaces between the Estimating Department and Project Management Department.
- 2.2 Other functions include:
- 2.2.1 Assisting the bidding procedure.
 - 2.2.2 Review of estimates on successful bids.
 - 2.2.3 Assigned project construction plan review.
 - 2.2.4 Project planning, budgeting, and administration.
 - 2.2.5 Assure materials ordering, storage, and control are done to company standards.
 - 2.2.6 Review qualifications of subcontractors and vendors.
 - 2.2.7 Review drawings, specifications, code and permits compliance.

3.0 REQUIREMENTS

- 3.1 Education: College Diploma preferred.
- 3.2 Experience: Minimum of 4 years experience managing related construction projects.
- 3.3 Physical: Ability to read and interpret plans, to drive self to and through undeveloped sites, to climb stairs and be safely mobile within unfinished structures, and to communicate in noisy environments.
- 3.4 Mental: Ability to withstand noise, and to deal with constant multiple project developments requiring quick decisions.

4.0 REPORTING RELATIONSHIPS

- 4.1 The Project Manager reports to the Assistant Construction Manager.

5.0 AUTHORITY

5.1 The Project Manager has the authority to use the resources of West Coast Contractors to ensure smooth transition from estimating to construction to reporting and to take any reasonable action to carry out his/her responsibilities, as long as the action is within sound technical and financial practices and good business judgment, and consistent with the limitations established by the Construction Manager and Company Policies.

6.0 RESPONSIBILITY AND DUTIES

6.1 Assisting the Construction Manager of West Coast Contractors to achieve all the Division's Organizational and Profit goals as established by the Construction Manager.

6.1.1 Planning, coordinating, scheduling and controlling the construction projects of the Company.

6.1.2 Developing budgets with each Project Superintendent.

6.1.3 Preparing Submittals, Reports, and Documents required by the Project.

6.2 Perform other tasks and duties as assigned by the Assistant Construction Manager.

7.0 STANDARDS OF PERFORMANCE

7.1 The Project Management function has been effectively performed to meet Company objectives, when:

7.1.1 Strategic and profit goals of the Company are met within the Construction Managers expectations.

7.1.2 Relations with clients, employees, vendors, lenders, and the public are good.

7.2 Special assignments have been completed satisfactorily and within the agreed time frame.