Role Description
Design-Build Project Manager, Pre-Construction Team

Purpose: Responsible for pre-construction management of design-build project delivery for projects ranging from $500 thousand to $25 million in total value. Interacts effectively with clients, company management, administrators, project engineers, design team professionals, and vendors. Reports directly to the Senior Director of Strategic and Pre-Construction Services. Manager once removed is the company president.

Key Results Area – Project Administration
- Draft and distribute project meeting agendas, minutes, presentations, and executive summaries.
- Monitor and update the Pre-construction internal coordination checklist.
- Coordinate purchase orders, professional subcontracts, and owner executed agreements with the contracts administrator.
- Create job start sheets, job contact directory, and maintain project documents.
- Establish and maintain the project issues log.

Key Results Area – Project Management
- Interpret the project proposal and develop a work plan that ensures timely and on-budget delivery of the project scope.
- Research, pre-qualify, and procure professional services such as geotechnical engineering, civil engineering, MEP engineering, architectural services.
- Prepare, edit, monitor, communicate, and control the pre-construction schedule using Smartsheet.
- Prepare the construction delivery project schedule with the input of the project construction manager.
- Compile, final review, and present the draft Delivery Phase (Part-2) Design-Build agreement.
- Explore the local subcontractor market and generate bidding interest.
- Act as Momentum client point of contact during the project Pre-Construction phase. Includes coordination and communication with the client as to the project work plan, interim coordination, project status, and final project delivery.
- Facilitate client facing meetings such as the alignment session, charrette (in coordination with the Design Manager), budget and design check-in, and final Part-1/Part-2 agreement delivery presentation.
- Facilitate eco-charrette. Responsible for compiling the draft LEED scorecard and determining and conveying the impact of selected components to all team members.
- Responsible for communication between the Part-1 and Part-2 teams. Coordinates early integration of the construction project manager, and facilitates the Part-1 to Part-2 handoff meeting.
Key Results Area – Project Due Diligence and Systems Exploration

- Gather project due diligence information such as professional studies and jurisdictional entitlements requirements.
- Review and interpret professional studies, capture all jurisdictional entitlements requirements, and understand, in terms of project impact, the requirements of the purchase and sale agreement, lease, and or CC&Rs.
- Explore and report on the appropriateness and cost of proposed building systems and technologies.
- Affirm selected building systems and technologies with the assistance of the estimator and construction project manager.
- Perform conceptual design level constructability review with the assistance of the estimator and construction project manager.

QUALIFICATIONS

1. Construction management, engineering, or business undergraduate degree combined with a minimum of five years’ work experience in the construction management world.
2. Can demonstrate effective written communication skills.
3. Articulate, polished, and poised – able to carry on engaging conversation with others in an outwardly focused way.
4. Demonstrated high performance and initiative that is complimentary to Momentum’s diverse team of self-starters.
5. Shows an interest outside of himself/herself and outside of the work environment that demonstrates a connection to and understanding of the world around him/her.
6. Candidate must possess strong background in preconstruction process, planning, and design phase management and experience managing multiple projects simultaneously.
7. A working knowledge of MS Office applications (Word, Excel, Power Point, Outlook and MS Project) is a must. Working knowledge of Smartsheet, Sharefile, Sharepoint, Blue Beam, and Haiku Deck is a plus.
8. Proficiency in English language with excellent communication skills (written and verbal).
9. Excellent organization and interpersonal skills.
10. Position will include frequent regional and/or national travel durations (variable and up to approximately 25%).
11. Experience with LEED projects preferred, LEED professional accreditation preferred, but not required.
CERTIFICATES, LICENSES, REGISTRATIONS, AND BACKGROUND CHECKS

Valid Driver's License required with acceptable driving record. Selected candidate will be subject to a background check, and will be required to provide proof of automobile insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee must be able to travel overnight by car and/or plane.

LANGUAGE SKILLS

Candidate must possess the ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Candidate must possess the ability to issue written and verbal communication as well as possess the ability to speak persuasively and negotiate outcomes with diverse groups.

MATHEMATICAL SKILLS

The candidate should possess the ability to calculate figures and amounts such as discounts, mark-ups, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry in the daily work environment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee could be frequently exposed to moving equipment, mechanical parts and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock while in the field. The noise level in the work environment is occasionally high and usually moderate.