

## PROJECT MANAGER

The Project Manager estimates and manages projects for the multi-family, commercial, and residential industries including directing staff, representing the company to clients, consultants, subcontractors and vendors, and works in a time sensitive, technical and dynamic environment.

### Job Descriptions:

- Reviews bidding/contractual requirements to determine scope of work
- Interfaces with clients, architects, engineers, subcontractors and suppliers
- Manages the entire bid process including subcontractor selection to ensure appropriate bid coverage for all scopes of work
- Prepares RFIs
- Negotiates and awards subcontracts and purchase order agreements with subcontractors and suppliers.
- Directs the preparation of subcontracts, purchase order agreements, and change orders.
- Manages the submittal process
- Tracks and evaluates project budgets on an ongoing basis
- Works directly with Field staff to ensure accurate, timely, quality, and on budget projects
- Responsibly for multiple projects simultaneously
- Performs other duties as assigned

### Minimum Job Requirements:

- College Degree
- Minimum 10 years experience in LOCAL commercial construction estimating & project management
- Excellent organization and communication skills
- Proficiency with reading plans, specs, contracts, purchase orders, etc.
- Proficiency in planning, scheduling and production
- Proficiency in applicable building codes
- Proficiency with take-off estimating
- Proficiency in Excel, Outlook and Word
- Skilled in Algebra and Trigonometry
- Must have worked and be able to work in Phoenix/Scottsdale and the surrounding areas

Please submit your resume and qualifications via email to [info@deccabuilders.com](mailto:info@deccabuilders.com) or via fax to 480-609-3069.