



**PROJECT MANAGER**  
**JANUARY, 2023**

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**REPORTS TO:** DIRECTOR OF PROJECT MANAGEMENT

**ACCOUNTABILITY EXPECTATIONS:**

- Lead and manage all aspects of your assigned projects. Be 100% responsible and accountable for the projects you lead.
- Allow latitude for the team to carry out their responsibilities relatively independently while personally remaining knowledgeable and accountable for the overall project(s).
- Be a problem solver. Provide recommendations and options to help solve problems.
- Ensure proper stewardship of and accountability for overall operational and fiscal integrity of the project.

**LEADERSHIP EXPECTATIONS:**

- Develop and maintain a visible and positive leadership role with our customers, vendors and within DBS Group.
- Be well versed in **every** aspect of the project – including contract details, project budget, project schedule and customer relationship.
- Lead and motivate each respective project team to work together to exceed customer expectations.
- Think beyond day-to-day project management realities and nurture the customer relationship for future growth.
- Interact and collaborate with other DBS Group disciplines to establish best practice processes.

**JOB RESPONSIBILITIES:**

- Collaborate with the internal team, and external consultants, in the promotion and elevation of the DBS Group brand and reputation.
- Take an active role in the DBS Group Lead Generation Program.
- Generate proposal information, and participate in customer presentations, on an as-requested basis.
- Serve as a consultant to the Design Department, offering constructability, schedule, and cost containment advice.
- Participate in design quality control reviews for your assigned projects.
- Collaborate with the project team to develop a project-specific strategy that will provide DBS Group with the best opportunity for a successful contract award.
- Collaborate with the internal team to generate a detailed, overall project schedule for each assigned project.



- Collaborate with Pre-Construction Managers in the development of project-specific vendor scopes-of-work.
- Participate in the vendor qualification process for your assigned projects.
- Collaborate with the project team regarding Value Engineering efforts required to achieve project budget goals.
- Collaborate with Pre-Construction and Accounting to develop project-specific budget input breakdowns that are conducive to capturing quality historical data.
- Generate and execute project-specific purchase orders and subcontracts within a timeframe that meets project-specific budget and schedule requirements – do not allow any subcontractor to start work on site without an executed subcontract agreement in place.
- Code and submit project-specific invoices to Accounting on a weekly basis.
- Estimate required change orders for assigned projects and make all necessary adjustments to project budgets and forecasting.
- Generate, execute, and stay current with all Owner and Subcontractor Change Orders – do not proceed with additional Work without an executed Owner Change Order.
- Generate and submit pay applications per the respective project-specific required date and collaborate with Accounting to ensure timely funding of pay applications.
- Lead weekly jobsite coordination meetings and visit each project jobsite every other week at a minimum – travel commensurate with assigned projects is required, which could require a travel commitment of up to 35% of your time.
- Monitor all project financials, including bi-monthly forecasting, and take proactive measures to correct deficiencies and improve project results via early intervention – communicate any identified deficiencies to your supervisor immediately.
- Review project financials with the internal project team on each respective project monthly at a minimum.
- Review pertinent project financials with the Owner on each respective project monthly at a minimum, including contingency value, allowance values, etc.
- Lead and manage project close-out activities, including warranty call-backs, on a timely basis.
- Verify the level of customer satisfaction of our operations group as judged by our customers.

**SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:**

Educational and experience requirements included: Four-year bachelor's degree in Construction Management, Engineering, or industry related program with a minimum 5-years construction related experience. Excellent organizational skills and effective verbal and written communication skills essential.

**COMMENTS:**

Participation in local and regional organizations, as well as professional affiliations, is highly encouraged.