



## Senior Project Manager

### **ABOUT:**

Potomac Construction was founded in 2005, in Bethesda, Md., as a client-focused General Contractor. Specializing in Restaurant, Retail, Hospitality and other various Commercial Interior projects, we've built a trusted reputation in the Washington, DC Metro Area. We pride ourselves on being an active Project Team member during the Pre-Construction period, in advance of mobilization, and for remaining committed to our clients' warranty needs through the one-year warranty period.

Our culture fuels a positive outcome and makes a partnership with Potomac Construction the key to a project's success.

### **GENERAL SUMMARY:**

We are seeking an energetic, self-motivated team member who possesses superior leadership, problem solving and communication skills to join Potomac Construction as a Senior Project Manager. The ideal candidate has successfully led several large construction projects from conceptual planning through construction and turnover.

Successful candidates will be expected to manage multiple projects (dependent on size) and these projects will include multiple stakeholders (Client, Design / Engineering Team, Construction Manager, etc.), in addition to managing a team of one or two Project Managers and several Assistant Project Managers. This position oversees all aspects of the project including managing the contract, performance, billings, accounts receivable, etc. This position also calls for continuous evaluation of team effectiveness and delivering projects in a timely and cost-effective manner to serve the business goals of Potomac Construction and our clients.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Senior Project Manager will report to and be supported by the Director of Project Management and is expected to be a leader who can mentor and develop their team members and peers. Primary duties and responsibilities include:

- Conduct oneself in a manner which consistently reflects the team-oriented values of the Company, as well as cultivating such behavior in other team members.
- Interact regularly with client(s) to ensure that goals and objectives are established and achieved.
- Engage with designers to realize their vision within the financial constraints of the project.
- Manage all phases of project development including turnover from Estimating, procurement, execution, and close-out phases of the project.
- Identify project risks and develop risk mitigation and contingency plans, then implement those plans to reduce or eliminate project risks.
- Lead project teams consisting of all construction-related vendors.
- Oversee and prepare accurate project documentation for all phases or project execution.
- Create and maintain project schedule for both Client and Subcontractors.
- Develop and maintain a Cost to Complete report for each project.
- Advocate on the part of the Company during disputes, disagreements, modifications or change orders.
- Track and submit invoices, purchases orders and other financial commitments and obligations.



- Conduct, maintain, and expand relationships with industry and trade associates, vendors and professional organizations, including active solicitation of new partners.
- Participate in developing business development to maximize opportunities for Potomac Construction.
- Keep Potomac Construction leadership informed and engaged on all projects.
- Lead and mentor additional Potomac Construction staff assigned to support their projects (Project Managers, Assistant Project Managers, etc.).

**SKILLS:**

Acceptable industry experience includes prior work experience at any of the following related firms:

- Construction (General Contractor, Construction Manager, Subcontractor)
- Project Management / Owner's Representation
- Design (Architecture, Engineering, etc.)

**EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's or Associates Degree in Construction Management, Project Management, Engineering or related field.
- At least 10 years of experience (as noted above).
- Excellent organizational, problem solving, presentation, interpersonal, verbal and written communication skills.
- Thorough knowledge of engineering principles, techniques, construction cost, scheduling and accounting principles.
- Proficient with the following software applications (at a minimum):
  - Microsoft Office (Word, Excel, Outlook, etc.)
  - Microsoft Project or Primavera P6
  - Adobe Acrobat, Blue Beam Revu or other PDF developers/editors)

**BENEFITS:**

Potomac Construction's competitive benefits package includes:

- Competitive Salary
- 401(k) Retirement Plan
- Group Medical Insurance: Health, Dental & Vision
- Paid Leave of Absence
- Six Paid Holidays
- Professional Training & Career Development

For more information on working at Potomac Construction, please visit our Careers page at <http://pcsgc.com/careers/>.

**EEO STATEMENT:**

Potomac Construction seeks qualified candidates for all open positions. Potomac Construction is an equal opportunity employer and conducts all business activities, including hiring and other employment decisions, without regard to race, religious beliefs, creed, color, gender, age, national origin, disability, genetic information, veteran's status, or any other protected classification, in accordance with applicable law.