



# MAHOGANY INC

Mahogany Inc. is looking for a Senior Project Manager superstar. An individual looking to grow to the next level of responsibility and challenge. This position will provide overall management of construction project from developing relationships, to bid preparation, project construction and through final acceptance by client. Provide and/or provide leadership and coordinate full estimating services from small to large, complex work and on a variety of different contract types. Manage other superintendents and project managers to complete necessary task to fulfill the above objective. Individuals looking at filling this position should have the ambition to grow and exceed expectations consistently.

This individual will be part of the overall management team working with the President on strategic planning and strategies to grow Mahogany's business.

## PRIMARY FUNCTIONS:

Provide overall management on construction project from bid preparation through final acceptance by client. Provide and/or provide leadership and coordinate full estimating services on large, complex work and all types of contracts. **Will work on projects (individually) valued at \$500,000 – 5 million. Corporate office is in Baltimore but will work on projects in Baltimore, Washington DC and Northern Virginia. Must have ground up experience.**

## TYPICAL DUTIES:

- Provide client contact to assess scope of work and resources required to successfully complete project. Attend job walks and develop relationships to grasp the scope of work.
- Prepare complete estimate for selected project with detailed review of proposal specifications, drawings, takeoff information, contracting, etc.
- Review and incorporate historical data from purchase orders, subcontracts, productivity analysis reports, etc. into unit and manhour figures.
- Review proposal specifications, drawings, attend pre-bid meetings, etc. to determine scope of work and required contents of estimate.
- Provide complete conceptual (or bidwork) and final estimating input on complex projects.
- Provide technical support to personnel preparing discipline estimates for assigned bids, other project managers and superintendents.
- Ensure all working documents and data are maintained to back-up estimate figures.



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- Assist contracting department during preparation of inquiries and final evaluation of submitted bids as required. Track awarded contracts as required - may include estimating/pricing extra work items, change orders, credit; procuring materials, etc.
- Supervise total construction effort to ensure project is constructed in accordance with design, budget and schedule. Includes interfacing with client representatives, AE representatives, other contractors, etc.
- Plan, coordinate and supervise onsite functions (scheduling, engineering, material control, and may provide day-to-day direction of onsite administrative staff in accounting, purchasing, etc.).
- Supervise subcontract employees and/or other contractors as required by the contract.
- Provide technical assistance, i.e., interpretation of drawings, recommending construction methods and equipment, etc., as required.
- Initiate and maintain extra work estimating and issuance of change orders.
- Develop a core group of reliable and reputable subcontractors and vendors. Ensure proper due diligence of subcontractors, approval of payment and qualifications as necessary.
- Assume responsibility of productivity of subcontractors, efficient use of materials & equipment, and contractual performance of the project.
- Assist in training of personnel in designated business operations.
- Assist in overall implementation of company objectives, including profitability, quality and schedule.
- Monitor/control construction through administrative direction of on-site Superintendent to ensure project is built on schedule and within budget; investigate potentially serious situations and implement corrective measures, etc.
- Represent company in project meetings and strategy meetings, etc.
- Manage financial aspects of contracts (fee payment, rental equipment, income/expenses, etc.) to protect company's interest and simultaneously maintain good relationship with Client.
- Perform additional assignments per Supervisor/President & CEO's direction.

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

Must possess:

- Ability to represent the company in a professional manner



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- Great communication skills – ability to communicate expectations and ensure accountability to those expectations
- Have proven success in growing a line of business profitably
- Clear and concise written and verbal communication skills; must be able to effectively communicate with tact and poise
- Ability to manage and mentor individuals
- Must have people skills and are flexible with different types of personalities.
- Possess the ability to estimate project with minimal specifications. Provide detailed review of proposal specifications, drawings, takeoff information, contracting, etc.
- Ability to coordinate with other team members and be accountable for project proposals, construction, and wrap-up
- Proven role in management
- Must have experience in ground up construction
- Must have great math and analytical skills
- A sense of deadline and meeting deadline is critical
- Must be organized, disciplined and have excellent planning skills
- Must have an unrestricted driver's license
- Must have excellent Office Suite skills, specifically Excel, Word and MS Project Primavera, Bluebeam, ProCore
- Education and experience include: BS degree in construction management or equivalent experience.
- Minimum of 7 years' project management, estimating, and/or subcontractor supervision experience in similar a general construction company desired.
- Thorough knowledge of all aspects of construction (technology, equipment, methods); subcontractor agreements, jurisdiction, negotiations; engineering, estimating, schedules and safety required. Excellent communication, organizational and supervisory skills essential.
- Must have experience working on individual projects valued at \$500K- 5 million.



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**WORKPLACE CIVILITY RULES:**

- Be optimistic and maintain a teamwork approach especially with complex issues.
- Represents the company with a positive attitude internally and externally.
- Participates fully as a team member, completing all requirements assigned in a timely manner.
- Treats all employees, clients, subcontractors and vendors with dignity and respect.
- Works cohesively with team members and all co-workers, displaying a positive attitude through behaviors and supportive problem solving and communication skills both orally and in writing.
- Acts in a professional manner at all times to maintain a positive work environment in accordance with Mahogany's Construction's Harassment policy and Workplace Violence procedures.

**WORKING CONDITIONS:**

- Must wear approved Personal Protective Equipment when at construction site.
- Position requires prolonged sitting, standing, walking, and reaching in the performance of daily activities.
- Position requires near and far vision in reading written reports and work-related documents and acute hearing is required when providing phone and face to face service.
- Will travel to designated project's job sites on a regular basis (weekly at a minimum).

*The physical demands described are representative of those that must be met to successfully perform the essential functions of this job.*

**COMMENTS:**

This position is normally one of independent project supervision from the initial bid to final completion of project. **Position has direct profit and loss responsibility.**