



Project Manager

Founded in 1894, Aberthaw has a heritage of innovation that has produced over a century of satisfied clients. Year after year we have met our clients' goals—constructing senior living, healthcare and institutional facilities, retail, hospitality and industrial buildings that enhance prosperity and quality of life, plus multi-unit residential, commercial office, and houses of worship that are sources of pride to those who occupy them.

Aberthaw firmly believes that its role is to ensure that every project is delivered on time, on budget, and that the highest level of quality has been maintained. Through proper project planning and a collaborative approach, we provide the best building solution in the most expedient and cost-efficient process. Our goal is to exceed the expectations of the client—our number-one priority.

Due to the ever-increasing demand for the firm's services, we are looking to add key personal to our team. If you are looking for stability and a tight working firm where your voice is not only heard but encouraged, we would like to talk.

Desired Skills & Experience

- Aberthaw Construction Company, Inc., is seeking a qualified Project Manager with experience in commercial construction projects ranging in value from \$5 million to \$40 million. Project experience should include ground-up construction for both structural steel buildings and wood framed multi-unit residential projects. A minimum of 5+ years of project management experience in commercial construction is required. Ideal candidate shall possess strong communication skills and be capable of interacting with subcontractors, project team and owners.

Responsibilities on assigned projects

- Ability to quickly familiarize yourself with project estimate, cost control budget, projected schedule, bid requirements, clarifications and assumptions
- Prepare Building Permit documents
- Full review all subcontractors' bids, proposals and references
- Perform complete job buyout including the preparation of bid analysis comparison and drafting of subcontract agreements and Purchase Orders
- Prepare and maintain "Project Schedule" and keeps project team, owner's representative and subcontractors informed of all project schedule information
- Ability to make sure contract start dates and completion dates are met without exception
- Maintain verbal, written, or email contact with clients, subcontractors and suppliers
- Provide leadership with contractor's contract team to monitor all safety requirements and quality control standards
- Reviews project Safety and Quality Control Standards weekly with the Project Superintendent
- Monitor subcontractor coordination meetings with Project Superintendent
- Review daily reports from the Project Superintendents
- Ensure that subcontractor and office and field team submit timely paperwork
- Set up owners "Application for Payment" for review and approval
- Issue monthly "Application for Payment" in a timely manner
- Create cash flow schedules for the owner/bank upon request
- Review and approval of all Vendor Invoices
- Constantly monitors project Cost Control
- Keep Project Executive informed of all potential problems or issues
- Coordinate and prepare RFI's
- Review and track submittals and shop drawings
- Prepare Potential Change Orders and submits change request to owner's representative in a timely manner
- Maintain Potential Owners Change Order Log, and issue an update at every Owners Meeting
- Prepare and issue "Cost Data Input Sheets" concurrent with Owners Change Orders
- Maintain and issue updated submittal logs at weekly owners meeting.
- Prepare and circulating owners meeting minutes
- Maintain good rapport with clients to encourage future work opportunities and referrals

- Resolve claims for extras and/or credits with the owner, subcontractors and material suppliers in a timely fashion and/or in accordance with contract time limitations
- Issue and monitor all required progress of any project punch list in conjunction with Project Superintendent

Position is full time and will be based out of our Lowell, MA office.

Competitive salary based upon experience along with an excellent benefit package that includes paid holidays, earned vacation/sick time, health, dental, 401k, LTD and life insurance.

Please send resume and cover letter to apply@Aberthawcc.com

***** Please, no phone calls about the position *****