



PacificWRO

2/3/2023

Interior Construction Project Lead (Project Manager)

The IC Project Lead works with PacificWRO's Interior Construction Team to manage projects at the local level, including coordinating client sites with installation teams. The Project Lead is the central point of contact and ensures projects are completed on time, and budget and clients are happy.

The ideal candidate can juggle many tasks, manage countless details, and work well with others on the project team.

Responsibilities:

- Provide on-site project management for Interior Construction installation teams.
- Coordinate project management activities with schedules for client, architects, engineers, designers, the factory, and state and local jurisdiction.
- Point of contact and communicator for project including weekly and monthly reports with progress photos (we like lots of pictures), identify issues before they happen, and find solutions.
- Work with clients to identify and define requirements, scope, and objectives during preconstruction and construction. Lead value engineering efforts and propose alternative solutions with the project stakeholders.
- Create preliminary project designs using the Falkbuilt families in Revit.
- Attends bid walks as needed. Capture information for the bidding process
- Read and understand bid documents and specifications. Articulate essential items and make recommendations for exclusions and inclusions.
- Protect and maximize project profitability.
- Preview and prepare project proposal/plans and contracts including time frame, funding margins, and procedures and scope of work for contracts.
- Estimate installation of projects based on bid specs, with support from Falkbuilt and other partners.
- Coordinate project team to ensure timely coordination of submittals, RFI's, and plan revisions.
- Create and submit accurate Change Orders and Punch Item orders in a timely fashion.
- Coordinate procurement schedules and provide takeoffs to purchasing to ensure accurate and timely delivery of materials.
- Ensure quality standards and requirements are met on every project.
- Manage the design approval process with all stakeholders.
- Create and maintain project schedule using tools provided by Falkbuilt HQ
- Assess and develop relationships with potential local installation teams.
- Assess and develop relationships with local vendors that augment PacificWRO's solutions.



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Qualifications:

- Personal qualities of integrity, credibility, and dedication to the mission of PacificWRO and Falkbuilt
- Construction industry related project management skills and 2 plus years construction related experience
- Solid organizational skills, including multitasking and time-management.
- Ability to communicate on a technical and professional level with project stakeholders.
- Skilled at negotiating with clients and vendors
- Strong client-facing skills, both written and verbal
- Knowledge of approval agencies and processes for Division of State Architect (DSA)
- Ability to prepare and interpret flowcharts, schedules (including Gantt charts), and step-by-step action plans.
- Ability to read and understand architectural and structural plans, as well as working knowledge of the local Building Code and Uniform Building Code (UBC).
- Hands-on experience with project management software (e.g., Basecamp, QuickBase, Sage, Builder Trend, etc.), working knowledge of Revit, and Microsoft Office Suite
- PMP, CMT, or Project management certification is a plus.
- Adaptable and willing to embrace new technologies to help improve the design and construction process.