



Project Manager – Job Description

WHO IS HIFIVE

HiFive is a true design-build company that specializes in the design and construction of hotels, churches, and industrial buildings. HiFive is driven by its talented, high-energy owners and staff, to provide its clients our award-winning reputation with a “one-stop shop” approach. Architects, interior designers, preconstruction professionals and construction managers are all in one office and share a single mission: To optimize design to expedite the project efficacy, quality and over all client satisfaction. HiFive is proud of our emphasis on a strong sense of family though caring, mutual respect, and promoting a strong work/life balance. We encourage leadership training and continuing education at all levels.

POSITION

The Project Manager is responsible for managing the schedule, budget, quality, safety, and relationships of the construction project in partnership with the Superintendent. This position plans and coordinates all aspects of the construction process to effectively manage the risk at hand. This includes managing subcontractors, subcontract negotiations, client expectations, dispute resolution, estimating/pricing, material procurement and schedule production. Experience and understanding of design-build techniques is critical for the success of the project. Some projects require travel and overtime. This position reports to the Director of Construction.

RESPONSIBILITIES

- Work with multiple projects in pre-construction, offering a constructability perspective from past project experience and assist in gathering and vetting subcontractor proposals
- Review and manage all project documents and specifications to ensure constructability and accuracy of all scopes and trades
- Establish critical path sequencing and schedules for each subcontractor with the Superintendent
- Acquire, distribute, and manage the shop drawings and submittals process
- Ability to negotiate, write and execute all subcontract agreements and purchase orders for the project
- Effectively manage the client and subcontractors’ relationships to provide ongoing communication throughout the project
- Facilitate regular job site coordination meetings with the Superintendent
- Manage the collaboration with the Superintendent, Designers, Architects and Engineers on all field and constructability issues to completion and implementation
- Know and manage the terms of the Contract between the Owner and HiFive
- Maintain and update project records including permits, drawings, as-builts and RFI’s etc.
- Update and manage the Hotel Brand Standards and requirements throughout the project to completion
- Quality Control – set the “HiFive Standard” for quality. Continually strive for perfection

QUALIFICATIONS

- Minimum of 5-10 years of experience in buying and scheduling large commercial construction, preferably in new, ground up construction
- Degree in Construction Management, or related field, preferred
- **Technical Skills:** ProCore, MS Office Suite, MS Projects

REQUIREMENTS

- Must work well in a team environment and be committed to client service
- Experience with Design/Build Delivery methods
- Detailed knowledge of budgeting, accounting, and procurement to manage a successful construction project
- Must have excellent leadership, organization, initiative, communication, and problem-solving skills managing for results



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PHYSICAL DEMANDS

Work is performed in both indoor and outdoor settings with exposure to all types of weather and temperature condition. The physical demands described here are representative of those that must be met by the employee often / daily, to successfully perform the essential functions of the job.

- Walk/stand for extended periods of time
- Climb Stairs and ladders

BENEFITS

- Equipment Safety Training per OSHA guidelines
- Comprehensive medical, dental, and vision
- Health Savings Account with employer contribution
- Life Insurance
- 401k with employer matching
- Company vehicle or vehicle allowance
- Cell phone
- PTO
- Holidays