

JOB DESCRIPTION

PROJECT MANAGER

Job Title: Project Manager
Department: Assigned Division
Reports To: General Manager
Work Schedule: Monday- Friday, 8:00 am–5:00 pm working extra hours as necessary
FLSA Status: Exempt
Prepared By: Stacey Conover
Prepared Date: 12/13/2021
Approved By: Kevin Thompson
Approved Date: 12/13/2021
Federal Job Cat: Class 5 (1st Mid Manager)

SUMMARY:

Assists the Division Managers in the direction & coordination of construction activities of Bellingham Marine's SW Dana Point Division to obtain optimum efficiency and economy of operations and maximize profits by performing the following duties personally or through subordinate supervisors and employees. From time to time, will be required to travel and act as an onsite Project Manager and take responsibility for specific projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages Customer Expectations and approvals through project documentation, Meeting Minutes and Submittals.
- Manages Multiple Manufacturing and Construction projects at any given time.
- Mentors and instructs Project Engineers in Bellingham Marine Procedures and Standards.
- Studies and instructs Project Engineers in reviewing drawings and specifications to plan procedures for construction on basis of starting and completion times and on staffing requirements for each phase of construction.
- Assists the Division in the preparation of pricing, locating and qualifying local contractors and other activities necessary to prepare fixed price proposals across all Divisional Projects
- Coordinates members of organization and Project Teams (supervisory, clerical, drafting, and manufacturing) throughout the project.
- Orders procurement of tools and materials to be delivered at specified times to conform to workschedules.
- Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, interpreting contract requirements and coordinating various phases of construction to prevent delays.
- Confers with supervisory and engineering personnel and inspectors and suppliers of equipment, tools and materials to resolve construction problems and improve construction methods.
- Inspects work in progress to ensure that workmanship conforms to specifications and

theadherence to construction schedules.

- Prepares and reviews reports on progress, materials used, and costs, and adjusts work schedules as indicated by reports.
- Reviews and approves invoices for projects' construction operations. Coordinates with customers, engineers and/or inspectors for the generation and approval of applications for payment.
- Maintains and generates project documentation which records contract compliance; documents changes to the work; prepares, negotiates and administers changes to the contract; notifies parties to the contract of changes (i.e. via change orders); notifies parties to the contract of disputes; secures authorization for additional work; and resolves other project-related issues.
- Administers, mentors and instructs Project Engineers on the Company safety program relating to all project site activities and ensures effective loss control procedures are implemented.
- Other duties as assigned.

Minimum qualifications:

Bachelor's degree (B. A.) from four-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience. Degrees in Construction Management, Business Management, Engineering or equivalent are preferred.

Proficiency with Microsoft Excel, Word, PowerPoint, MS Project or other project scheduling software.

Successful applicant will be subject to a background check as well as a pre-employment drug screen and participate in our monthly random selection drug screening to comply with our company's drug free workplace policy.

Valid driver's license as well as a satisfactory driving record is required. Willingness to travel as needed to complete projects.

SUPERVISORY RESPONSIBILITIES

Supervises Project Managers, Project Engineers and construction crew lead persons (and construction laborers directly as required). Responsible for the overall direction, coordination, and evaluation of the construction unit on Divisional Projects. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and actively training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPUTER SKILLS

To perform this job successfully, an individual should be proficient with MS Word, MS Excel, MS Outlook, and MS Project or other scheduling software.

LANGUAGE SKILLS

Ability to read, analyze, and interpret shop drawings, project schedules, general contract provisions or

governmental regulations, general business periodicals, professional journals, technical procedures, and documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to read and interpret all types of blueprints and drawings. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, proportions, area, circumference, and volume.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions where at times only limited standardization exists. Ability to interpret an extensive variety of technical instructions in written, oral, mathematical, diagram, or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations with limited to no outside assistance.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License AND satisfactory driving record required. Ability to qualify as Bellingham Marine's "Qualifying Party" for multiple state contractor's licenses which may include successful completion of business and construction exams. Ability to obtain first aid and CPR certification if not already certified.

OTHER QUALIFICATIONS

Must be able to coordinate and/or supervise other contractors on project sites. Must have an understanding of other trades working at the site, i.e., electrical, mechanical and pile driving. Must be able to meet strict deadlines. Must be willing to travel to the various jobsites. Must be organized. Knowledge of OSHA regulations and experience administering safety policies preferred. Experience erecting steel buildings preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required **(2/3 of the time)** to stand, walk, sit and talk or hear. The employee is occasionally required **(1/3 of the time)** use hands to finger, handle, feel, type, and use computer mouse. Lifting up to 50 pounds repetitively throughout the day; lifting over 50 pounds using teamwork or machinery frequently **(more than 2/3 of the time)**; pushing/pulling constantly **(all the time)**; climbing occasionally; stooping/bending frequently; kneeling/crouching frequently; reaching below shoulder height occasionally; handling items constantly; manipulating small tools. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be regularly **(2/3 of the time)** exposed to outside weather conditions that may be dusty at times; moving mechanical parts; and fumes or airborne particles. The noise intensity is moderate.

COMPETENCIES

To perform this job successfully, an individual should demonstrate the following competencies:

PROBLEM SOLVING – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses

reason even when dealing with emotional topics.

TECHNICAL SKILLS – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

CUSTOMER SERVICE – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

INTERPERSONAL SKILLS – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

ORAL COMMUNICATION – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

TEAMWORK – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

LEADERSHIP – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

QUALITY MANAGEMENT – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

COST CONSCIOUSNESS – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

ETHICS – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

PLANNING/ORGANIZING – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

PROFESSIONALISM – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

SAFETY AND SECURITY – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

ATTENDANCE/PUNCTUALITY – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

DEPENDABILITY – Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time and notifies appropriate person with an alternate plan if necessary.

Compensation:

BMI offers a competitive wage and benefits package; wage is dependent upon experience.

To Apply:

Applicants should go to www.bellingham-marine.com and apply for the position **Project Manager**. Applicants must complete the online application to be considered for any position with Bellingham Marine, please upload a cover letter and resume upon completion of your application.

Applications will be received until the position is filled.

Bellingham Marine is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, gender identity, sexual orientation, sex or age.

Bellingham Marine is a Drug Free Work Place.

To request a reasonable accommodation please email hr@bellingham-marine.com.