



Construction Project Manager Position Agreement

Core Values

Lloyd Construction is dedicated to operating a high-quality, service-oriented construction firm.

- **Exhibit Professionalism**
 - **Team Player**
 - **Experienced**
 - **Knowledgeable**
 - **“Can Do” culture**

To support these efforts, we continually strive to produce a work environment based on the following guiding principles.

- **Mutual Respect:** We will make every effort to create an environment of mutual respect and professional relationships, characterized by open and honest communication among all staff and management.
- **Commitment to Our Team mates:** We will make every effort to treat our team mates in a fair and equitable manner; and we will do our best to hire and promote based on qualifications and merit.
- **Compensation:** We will make every effort to offer salaries/wages that are comparable to similar employment opportunities in order to attract and retain long-term team mates
- **Professionalism:** Prompt and professional in all actions and appearance.
Standing meeting in office at 7:30am Monday with updated project production notes.

Project Managers are responsible for multiple tasks across the business spectrum: Estimation, Management, Production, and Administration. This includes, but is not limited to evaluating specifications, drawings and existing site conditions, ensuring that they have the knowledge to successfully price all components related to the scope of work. Project managers must also work with the site supervision team to follow up with trade contractors for bids and/or budgets. The project manager will be responsible to coordinate the project debrief and integrate the site supervision team.

Estimating/Pre Construction

Tasks

- Prepares and maintains status of plan reproduction
- Solicits and maintains communication with trade partners and vendors
- Prepares trade partner invitations to bid/requests for quote packages
- Transmits addenda and other bid information to trade partners
- Ensures that we have the proper coverage from trade partners prior to submittal to client
- Contacts supply houses to obtain additional trade partners bids if necessary
- Shows creativity and resourcefulness to gain better pricing from trade partners
- Submits 100% of bids and budgets by the bid deadline – no exceptions
- Enters all relevant information into UDA Construction Suite and manages information/progress with Construction Online
- Review bid requirements thoroughly and asks follow-up question on every bid
- Able to consult with trade partners to gain understanding or advice on difficult costs
- Has a thorough understanding of the scope for specific trades assigned
- Develops RFI's and clarifications and ensure adequate subcontractor coverage and interest
- Performs a comprehensive "bid day/proposal presentation" analysis and scoping of specific assigned trades
- Understands how to fit trade partners to the size/scope of project
- Creates bid lists that fits scope of job, ensuring that we have the right trade partners for the project
- Minimize exclusions by “doing our homework”
- Document value-engineering ideas on every bid
- Creates a comprehensive project proposal including all Time, Materials, O&P, Permits, Punch List/Warranty
- Includes accurate material take off for materials provided by Lloyd Construction

**Construction & Trade Partner Management, Production/Administration,
Warranty/Service**

Tasks

- Consistently follows up on submitted bids and budgets with Architect and/or client to close business.
- Knows architects, construction managers, property managers, brokers and can close business
- Review drawings with comprehensive management team and highlight areas of concern
- Review job cost with management team and highlight any trade partners/material vendors that still need to be awarded
- Thoroughly checks requirements to buy the proper scope
- Awards trade partners in a timely manner to ensure release of materials
- Accurate and timely budget and schedule. Revised schedule and budget to the client no later than five business days after a change is made.
- Releases materials for record when necessary
- Ensures that trade partners are aware of (and accountable for) the project schedule and current scope of work
- Provide trade partners with as much information as possible (PM, Super, permit status, etc.)
- Seeks & qualifies new trade partners
- Makes aware and Holds trade partners to the Lloyd Construction standards
- Appropriately delegate responsibilities with Site Supervision Team for a “no cracks” management plan
- Completes necessary quality control inspections
- Complete or delegate daily job log entries (UDA Construction Online)
- Collect and code and deliver Lloyd Construction team time cards to office
- Schedule and confirm pricing for materials deliveries
- Weekly client updates
- Review, code and approve all trade partner invoices (monthly) against the current SOV

Build Long Term Relationships

- Handle all subcontractor interactions in a manner designed to build a long term relationship.
- Develop personal/social relationships with selective trade partners.

Operate as One Team

- Build strong win-win relationships with other departments within Lloyd Construction, including the Leadership team, Project Management team, Supervision team and Labor

Go the Extra Mile

- Do what it takes to ensure that Lloyd Construction proposals and projects are competitive and have the greatest chance of success. This may require the employee to arrive early, stay late, or perform tasks not specifically outlined in the job description.
- Double-check all critical work deliverables to minimize mistakes.

Never Stop Improving

- Read local business and relevant construction trade publications.
- Initiate suggestions for company-wide process improvements.
- Research and maintain technological excellence in their work environment.

Engineer Win-Win Solutions

- Develop creative solutions to problems.
- Identify creative ways to deliver additional profit if possible.

Take Ownership

- Complete all activities with a pride of ownership “as if it was your name on the door.”
- Demonstrate adherence to and performance in keeping with the core values and culture of Lloyd Construction’s Equal Employment Opportunity Policy and Affirmative Action obligations.

General requirements for all positions:

- Excellent written and verbal communication skills.
- Must know Microsoft Office products including Outlook, Word, Excel, Project and become proficient in UDA Construction Suite and Construction Online.
- Must be self-motivated & punctual.
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally.
- Must present themselves as professional in appearance and speech.