



## *Construction Project Manager*

### **DIGITAL COMPONENT CONSTRUCTION**

TAMPA

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Falkbuilt by American Interiors approach to interior construction—Digital Component Construction—combines proven construction methods with next-gen technology to build beautiful, high-performing and cost-effective environments. We're looking for talented people to join our hardworking, customer-focused and ridiculously passionate team of Farkers.

We're searching for innovative, client-focused folks to add value, bring solutions and push limits of performance. The perfect Farker embraces technology, truly believes the construction industry can be better and is excited about helping make it happen with Digital Component Construction. **Think you have what we're looking for?**

### *Construction Project Manager*

The Project Manager works with the Director of Design & Construction to manage projects at the local level, including coordinating client sites with Falkbuilt installation teams. The Project Manager is the central point of contact and ensures projects are completed on-time and on-budget and clients are happy.

The ideal candidate can juggle lots of balls, manage countless details and works well with others on the project team.

#### **RESPONSIBILITIES:**

- Provide on-site project management for Falkbuilt installation teams
- Coordinate project management activities and 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 photos)
- 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.
- Attend bid walks as needed with Director of Design & Construction and/or Pre-Con Manager. Capture information for successful bidding and risk assessment.
- Read and understand bid documents and specifications. Articulate important items and make recommendations for exclusions and inclusions
- Protect and maximize project profitability
- Preview plans and contracts including time frame, funding margins, and procedures and scope of work for contracts
- Work with Pre-Con Manager or Subcontractors to evaluate needs for installation of projects based on bid specs
- 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 for purchasing to ensure accurate and timely delivery of materials
- Ensure quality standards and requirements are met on every project
- Create and maintain project schedule using tools provided by Falkbuilt HQ
- Assess and develop relationships with potential local Falkbuilt installation teams
- Assess and develop relationships with local vendors that augment Falkbuilt's solutions
- Understand means and methods of Falkbuilt install techniques, ensure installation crews are using most efficient methods for installation.

- Audit installation drawings for accuracy and lead installation crews on pre-installation reviews.
- Keep updated on all Falkbuilt changes and enhancements and ensure installation crews have the most current information.

## **QUALIFICATIONS:**

- Personal qualities of integrity, credibility, and dedication to the mission of Falkbuilt
- Construction industry related project management skills 3-7 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 process 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. Blue Beam, Plan Grid 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

Apply Info: via Linked-in or send resumes to [Lindsey.Ray@falkbuilt.com](mailto:Lindsey.Ray@falkbuilt.com)

### *Benefits Package:*

Falkbuilt by American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.