

Project Manager – Energy Division

Columbia Construction Company, a leading Boston-based construction management firm, is seeking a Project Manager to join our Energy Team. We are looking for a person who has experience with the design/build process and can provide leadership to a design/build project team.

Typical Duties include but are not limited to:

- Experience with design/build process and provide leadership to design/build project team. Leadership to include planning critical path for project team so that priority items are addressed on a timely basis so that projects meet project completion dates and budgets.
- Provide leadership to designers and hired consultants to develop construction documents.
- Excellent communication skills are required to achieve client satisfaction goals and develop repeat business. The goal is to achieve a “10” on all projects. Ability to develop and sell new work.
- Prepare, maintain, manage and update project schedules so that completion dates are achieved or improved.
- Ability to manage all phases of preconstruction process for design/build projects.
- Direct and manage weekly Owner and Subcontractor Project Meetings. Record and distribute meeting minutes.
- Buyout and issue contracts to subcontractors and material vendors.
- Manage and track costs to date on a weekly basis insuring a clear understanding of where projects stand financially. Achieve the gross profit originally forecasted for the project.
- Prepare owner invoices and requisitions. All projects to be billed at least once per month.
- Obtain, review and process all submittals and shop drawings. Maintain submittal schedule and log.
- Manage commissioning and testing of new energy systems with consultants and subcontractors. Provide training and all close-out documents to owner.
- Verify that all punch list items are completed on a timely basis.
- Procure building permits.
- Maintain excellent communication with project superintendent. Maintain good working relationships and control over subcontractors and design consultants.

- Coordinate design and construction activities and trades so that field operations are run at the highest level of efficiency.
- Track and pursue the collection of all monies due on projects.

Standard Qualifications and Requirements

- Bachelors degree in Construction Management, or related field.
- 3 - 5 years of experience in the A/E/C industry.
- Experience with the design/build process with the ability to provide leadership to a design/build project team.
- Must possess excellent verbal, written, and visual communications skills.
- Proficient in Word, PowerPoint and Excel.

Physical Requirements

Must be able to work at a computer station for up to eight hours per day, and operate keyboard and mouse. Must be able to operate a computer proficiently and operate various business machines including scanner, photocopier, and facsimile machine.

If interested in joining our team, please send resume to hr@columbiacc.com with Energy Project Manager in the subject line.