

## Cunningham-Limp – Small Projects Manager –

### Responsibilities:

- Manage and construct multiple projects concurrently
- Prepare preliminary costing information as necessary to assist the sales department in determining the viability of future projects.
- Accurately forecast the scope, cost and duration of future projects from preliminary and/or conceptual drawings.
- Validating budgets through work with subcontractors and consultants.
- Reporting to the client and leading regular client meetings with prepared agendas.
- Manage municipal relationships and develop permitting and design checklists to comply with project requirements and to determine the impact on the projects schedule and budget.
- Manage and forecast project costs accurately and develop cost information to assist owners in making decisions.
- Complete subcontractor bid analysis and project buyout.
- Collaborate with owners, consultants, and subcontractors to discuss projects and resolve issues.
- Prepare subcontractor agreements and review and approve subcontractor invoicing.
- Maintain positive relationships with customers, subcontractors, suppliers, and coworkers.
- Coordinates supervise and monitor all construction activities
- Directs all field personnel to achieve completion of the project on schedule, within budget and with quality and workmanship that conforms to plans, specifications and Cunningham-Limp standards
- Schedules day-to-day activities as required to meet overall project scheduling objectives
- Maintains construction schedule, identifies, and solves problems
- Schedules and coordinates municipal inspections as required
- Understands the project plans and specifications
- Prepares, schedules, and supervises completion of the project punch list
- Promotes jobsite safety, encourages safe work practices, and rectifies jobsite hazards immediately
- Maintains an organized jobsite and field office
- Documents on site project activities and as-built conditions

### Competencies:

Creative - Utilizes divergent thinking to generate creative ideas by exploring many possible solutions. Demonstrated ability to collect information, develop plans and conceive creative solutions to customers' needs. Applies "fresh" thinking to repetitive assignments.

Competitive - Driven by the desire to assemble the most cost effective solution to a customer's needs within given quality and scheduling objectives.

Organized - Utilizes strong organizational and planning skills. Experienced at simultaneous coordination of multiple projects.

Communication - Displays strong written and oral communication skills and employs effective listening skills. Keeps others informed of important project details. Gives clear direction to other team members. Capable of participating in presentation of estimates to prospective clients.

Problem Solving - Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications and costs. Displays the foresight to predict problems and implements solutions.

Interpersonal Skills - Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities.

Leadership - Demonstrated ability to give direction to staff, design professionals and subcontractors.

Customer Relations – Displays a passion for Customer Delight

**Personal Profile:**

- Humbly Confident
- Exhibits Integrity
- Self-Motivated
- Desires to be part of something special
- Serves the customer above all else
- Treats others with respect

*All qualified applicants will receive consideration for employment without regard to the individual's race, color, sex, national origin, religion, age, disability, genetic information, status as a military veteran or any other characteristic protected by applicable law.*