



JOB DESCRIPTION - PROJECT MANAGER

INTRODUCTION

Pfocus, an Owner's Representative/Project Management organization responsible to lead and manage cultural capital projects, seeks a Project Manager. This key team member gets a unique opportunity to join our staff for the development of our high profile, complex performing arts theater and convention center commissions in Sacramento, California. This position will commence with training in Phoenix, AZ at company headquarters, but will then be based full-time in Sacramento. Our preferred candidate's experience, responsibilities and qualifications are:

EXPERIENCE

- 2 to 6 years of capital project design or construction related project management experience

RESPONSIBILITIES

- lead and document meetings with project team
- engage and communicate with project stakeholders throughout project, as required
- collaborate with project team, as needed
- research and craft professional services requests for qualifications / requests for proposals
- evaluate and recommend payment applications of architects, contractors, and consultants
- review project program / design documents and prepare comments
- update comment tracking logs and facilitate final resolution with project team
- facilitate construction cost estimate reconciliation
- participate in value engineering work sessions
- develop and update project cost reports, cash flow models, summary project schedules
- prepare project definition manual, design milestone review report, and executive briefing
- facilitate plan review process with Authority Having Jurisdiction
- review and negotiate Guaranteed Maximum Price proposals
- expedite requests for information and construction submittals
- negotiate change order requests and prepare change orders
- perform and document field observations
- facilitate project close-out; punch lists, commissioning, manuals, spare parts, etc.

SKILLS

- commitment and initiative
- strong leadership and effective management
- excellent written and verbal communications
- proficient computer skills in Microsoft Office Suite, Project Management software (Unifier or similar), and Schedule software (Primavera or similar)

EDUCATION

- Bachelor of Science, Architecture, Engineering, or Construction Management

FOR MORE INFO

Please contact Julie Stanton at 602.614.7110 or julie@siteplusaz.com

Learn more about Pfocus at www.pfocusllc.com