



JOB ANNOUNCEMENT:

Project Manager

OVERVIEW:

The Nicholson Construction Company Operations Department welcomes your interest! Our goal is to provide engineering input and support to the operations groups within the company.

You will be expected to carry out the role of **Project Manager** by performing the following responsibilities:

- Provides overall management for multiple base business geotechnical projects or runs one large complex project at a time
- Acts as the team leader in bidding and negotiating of new work
- Ensures that all Nicholson and OSHA safety regulations are met and enforced; bottom line responsibility for safety
- Responsible for business development, risk assessment, bid preparation, selling and closing new work
- Negotiates contracts and oversees subcontractor procurement
- Oversees all aspects of a project in accordance with the Nicholson Project Management Manual
- Responsible for designs, submittals, material ordering, pre-job planning and scheduling
- Creates and reviews job cost report , re-budgets, and cash flows
- Client interaction and correspondence
- A/R collection
- Responsible for the coordination, review and submittal of project change orders, extra work orders, and back charge documentation
- Responsible for the analysis, development and submittal of claims, including coordinating with the District Manager and Risk Manager for support and overall strategy
- Ensures that all Nicholson policies are followed (safety, quality, travel, drug testing, etc)

QUALIFICATIONS:

- Bachelor of Science in Civil Engineering or related degree
- Advanced knowledge (Minimum 5 years) of construction equipment, techniques, drawings, specifications, building materials, surveying, design, or geotechnical work
- Proficient with bidding and job costing procedures
- Fully capable to evaluate opportunities and present the aspects of the opportunity to management including issues related to technical risk, engineering requirements, contract, and any additional or faulty information
- Able to make and/or recommend to bid or not bid
- Able to meet with clients, create and deliver presentations, and negotiate contracts
- Able to manage in-house and subcontracted engineering services
- Strong experience with client meetings, screening and evaluating project opportunities, and creation of presentations concerning project work

ADDITIONAL QUALIFICATIONS:

- Knowledge of job costing (Viewpoint/Heavy Job), bidding (HeavyBid) and scheduling software
- Knowledge in use of sales lead software (Reed Connect)
- Experience in contract negotiations and review
- Understanding of projects risks and ability to make risk assessments
- Advanced knowledge of business development techniques, communication skills, presentation skills, contracts, scheduling, and risk assessment

If you are interested in applying for this position, send your resume and salary requirements to careers@nicholsonconstruction.com or fax to 412.221.4548, Attn. HR Department.

EEO/AA Employer and a Drug Free Workplace