



WA Patriot Project Manager

Position Description

LEADERSHIP

- Provides centralized leadership and guidance at project level on a continuing basis for the completion of all Project activities.
- Has the ability to prioritize and juggle multiple balls.
- Uses resources within and outside the organization to accomplish responsibilities in the most effective manner.
- Develops a team atmosphere and promotes partnering concepts in coordination of and performance of work activities.
- Creates team unity and focus on the customer; both owner and subcontractors
- **Position may require management of multiple projects or 1 major project depending on current company needs.**

MANAGEMENT

- Monitors and Controls the overall effort on the Project for conformance to scope, schedule, budget, quality and safety. This includes project scheduling, job cost forecasting and submittal review.
- Identifies and evaluates problems on the Project and initiates corrective action necessary.
- Identifies, negotiates and processes Contract Change Orders ensuring Washington Patriot Construction, LLC interests under the contract are protected.
- Administers the Project Contract to ensure performance in accordance with the Contract Requirements.
- Assures effectiveness of communications within the department and between departments.
- Performs Subcontract Administration responsibilities including negotiating agreements, writing subcontract scope descriptions, procurement of materials, processing of change orders, etc.
- Performs Contract Closeout assuring all cost issues are properly and promptly addressed, As-Builts are completed, O & M Manuals are submitted, etc.



QUALIFICATIONS

- Requirements:
 - 5 + years of experience as a Project Engineer or Project Manager for Commercial Contractor
 - Education: College degree; preferred 4yr degree in CM, Engineering or related field
 - Proficient in either P6 or Microsoft Project scheduling software
 - Tenured experience managing commercial construction projects
 - Estimating, scheduling, and project planning expertise
 - Microsoft Word, Excel, and Project experience
 - Leadership traits
- Preferences:
 - Federal Government Project Management experience
 - Procore experience
 - Construction management software experience
 - Blue Beam
 - Microsoft Office Suite
 - Plangrid
 - Cloud based software (Dropbox, Sharesync, Box)
- Salary will be based on experience and resume
- Motivated, self-started who wants to seek growth, knowledge, challenges.
- Individual who shares our passion for giving back to our community, and who wants to lead, serve, and live a great life.

About Washington Patriot Construction, LLC

Washington Patriot Construction (WA Patriot) is a Service-Disabled Veteran-Owned commercial contractor established in 2009. WA Patriot is the 'next generation' of builders and managers with a passion for LEADING that is as unique and fresh as our place in the industry.

WA Patriot is seeking talented individuals to assist us in our path to provide the best service to the best clients in our selected region of Washington State. WA Patriot seeks out high quality high profile projects within our niche market and our **proximity to our home office in Gig Harbor, WA.**

WA Patriot is a **close-knit organization** composed of construction experts who want to live and work in the same area they call home. WA Patriot's family centric company, along with an award-winning approach to Design-Build, Safety, and Construction, **makes our company worth considering when contemplating your future in the industry.**



What defines a WA Patriot Employee

- ◆ Passion
- ◆ Accountability
- ◆ Teamwork
- ◆ Responsibility
- ◆ Integrity
- ◆ Ownership
- ◆ Trustworthy

Send Resumes to bmelchior@wapatriot.com

Washington Patriot Construction is an Equal Opportunity/Access/Affirmative Action/
Pro Disabled & Veteran Employer