



## **DCA Project Manager Responsibilities**

The Construction Project Manager represents DCA CONSTRUCTION, LP on projects and is responsible for the management of construction projects from the initial estimating phase through the project closeout phase. A Project Manager will oversee multiple construction jobs as directed and will perform the following duties:

- Set up budgets and estimates.
- Familiarize yourself with construction drawings.
- Determine construction timetable (using Microsoft Project) for the client and develop a strategy detailing steps required to complete the project on time. Revise schedule as needed, to ensure final deadline is met.
- Calculate material costs and personnel needed to complete the project. Create change orders if budget changes are needed due to unforeseeable circumstances throughout the project.
- Review proposals assuring completeness of bids and award contracts based on competitive pricing and qualifications. Negotiate with subcontractors to obtain the best price and delivery schedule.
- Select the subcontractors and write scopes of work for each contract
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Provide required explanations for the builders and other professionals associated with the project, coordinating and collaborating with the architects, engineers and specialists.
- Ensure the construction project complies with all building codes and any other legal or regulatory requirements. Obtain all necessary permits.
- When delays or problems occur – as they always do – the construction manager is the project's first responder, ready to make the changes required to move the project past the issue.
- Explain worksite policy, project goals and safety procedures to workers.
- Study job specifications to determine appropriate construction methods. Process submittals and send to review team.
- Prepare and submit progress and cost tracking reports to DCA and owner's representatives.
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems. Issue RFI's and other required correspondence.
- Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.
- Conducts Progress Meetings with Clients and Consultants as needed.
- Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
- Evaluate construction methods and determine cost-effectiveness of plans.
- Prepare progress billings and facilitate construction draw processes including contractor and subcontractor lien waivers.
- Assure drawings are readily available to subcontractors and distribute addenda and revisions as needed.
- Manage and maintain harmonious client relationships.
- Travel to and between project sites as needed.