



## Senior Project Manager – NYC High Rise

### **Position Overview:**

The Senior Project Manager leads, directs and coordinates the overall management of one or multiple projects. This position is also responsible for representing the firm with clients and consultants on subjects related to construction and for making decisions on behalf of the organization.

### **Duties and Responsibilities:**

1. Manage project development from initiation to close
2. Develop a high-performance team through supervision, training, coaching and mentoring. Ensure regular feedback is shared with staff including timely completion of employee performance appraisals
3. Understand and administer Pizzarotti USA's contract and subcontract agreements
4. Foster and enhance owner, architect, subcontractor and vendor relations
5. Establish, update, and communicate Master Project Schedule and manage its implementation
6. Able to demonstrate experience in the management of construction design, budget and schedules
7. May work with preconstruction team in development of project
8. Manage budget and financial reporting, interpret and analyze reports to insure adherence to project budget
9. Manage the quality assurance/quality control program
10. Manage and oversee field operation and engineering processes and procedures
11. Develop tools and best practices for project management and execution
12. Drive competencies to team on requirements for insurance, labor relations, and employee relations
13. Drive enforcement of safety protocols by the project staff
14. Work with Accounting to initiate pay application process and follow up to ensure payment is received in a timely manner
15. Keep management informed on progress of project and budget through regularly scheduled Operation Review Meetings
16. Support and drive utilization of various Pizzarotti USA initiatives and technologies
17. Be familiar with NYC Department of Building requirements
18. Performs other duties and responsibilities as assigned

### **Supervisory Responsibility:**

Directly supervises the employees involved in each project. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: planning, assigning and directing work; appraising performance and addressing complaints and resolving problems.



**Position Title:** Senior Project Manager

**Qualifications:**

- Bachelor's degree in Architecture, Engineering, Construction Management or in a related field.
- Required experience directing the construction of multiple forty (40) story plus high rise residential or mixed-use building in metro New York City.
- A minimum of fifteen plus years of related experience or an equivalent combination of education, training and/or experience.
- In depth knowledge of construction cost, scheduling, estimating, purchasing and engineering principles and techniques, as well as accounting principles.
- Proven written and verbal communication abilities; proficiency with computer applications, including Microsoft Office suite.
- Demonstrated ability to read, understand and interpret contract and insurance documents and forms, and make appropriate recommendations.
- Demonstrate strong interpersonal skills with the ability to work with individuals at all levels, both internal and external.
- Computer and Internet use is required
- OSHA 10 and OSHA 30 certification required
- Knowledge of Sage 300 and Procore preferred
- Project Management Professional (PMP) certification preferred
- Any related certifications preferred but not required

**Position Type/Expected Hours of Work:**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00am to 5:00pm.

**Travel:**

Travel will be in the Metro NYC area.

**Physical Demands and Work Environment:**

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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Work Environment:

This job operates in a project site environment with usual site working conditions. This job works in outdoor conditions that include inclement weather, heat and humidity. This job also operates in an environment with dust, moving equipment, loud noise and/or vibrations. The noise level in the work environment and job sites can be loud.

**PIZZAROTTI USA IS AN EQUAL OPPORTUNITY EMPLOYER**

***All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status and any other established protected categories***

To apply, please email your resume to [info@pizzarotti-usa.com](mailto:info@pizzarotti-usa.com).