



Project Manager

Job Purpose

The Project Manager oversees the planning, implementation, and tracking of a specific short-term project which has a beginning, an end and specified deliverables.

Primary Duties and Responsibilities

The Project Manager performs a wide range of duties including **some** or all of the following:

Plan the project

- Define the scope of the project in collaboration with senior management
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determine the resources (time, money, equipment, etc) required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required
- Determine the objectives and measures upon which the project will be evaluated at its completion

Staff the project

- In consultation with the appropriate manager, recruit, interview and select subcontractors with appropriate skills
- Manage project staff and/or sub's according to the established policies and practices of the organization
- Ensure that all project personnel receive an appropriate orientation to the organization and the project
- Contract qualified subcontractors to work on the project as appropriate

Implement the project

- Execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project

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- Establish a schedule to update all involved on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards

Control the project

- Keep notes on the project for management and for funders
- Monitor and approve all budgeted project expenditures
- Ensure that all records for the project are up to date

Evaluate the project

- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

Knowledge, skills, abilities and the use of Computers

- Knowledge of project management
- Word processing
- Data base management
- Spreadsheets
- E-mail
- Internet

Characteristics

The Project Manager should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.

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- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

- Project Managers usually work in an office environment but the purpose of the project may sometimes take them to non standard workplaces.
- Project Managers work a standard work week but may be required to work some evenings and weekends to meet project milestones.

**Please note from time to time you may be asked to change procedure. Job duties and responsibility, may change at the discretion of upper management.

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