

Catalyst Construction Project Manager Job Description

Catalyst Construction is seeking qualified candidates to fill the role of Project Manager for commercial construction projects. Since starting the company in 2011, we have grown to a team of over 30 employees who enjoy working together with some amazing clients on unique and challenging projects. Culture at Catalyst is a primary focus and our employees will attest to the fact that we have an exceptional team. In addition to the quality of our team, we offer competitive compensation and benefits including vehicle, health insurance, 401k, paid time off, paid holidays, and many other perks. Qualified candidates should submit a cover letter and resume to apply@catalystconstructs.com.

At Catalyst Construction, our core values drive our operations. Employees need to share these values in order to enjoy their work and contribute to the success of our team. We strive for excellence in stewardship on behalf of the company and our clients. We value people and seek to deliver our services in a relational manner. Candidates must exhibit humility, hunger, and a team focus. We strive for high levels of client satisfaction, team health, and quality of work. All of these characteristics are essential regardless of the role an employee plays on our team. The following detailed job description explains the role of a Project Manager at Catalyst.

Project Managers at Catalyst are responsible for the overall success of the projects they are assigned to. The Project Manager is primarily responsible for client communications, budget, pay applications, contract management, change management, and schedule in conjunction with the Project Superintendent. Project Managers at Catalyst typically work in the office while Superintendents are on the jobsite each day. Project Managers must possess strong organizational and communication skills and be able to relate well with all parties involved with the project to navigate the daily challenges of commercial construction.

Catalyst Project Managers prioritize client satisfaction. An effective Project Manager learns the unique characteristics of each client and effectively caters to their needs and preferences in alignment with the project constraints including budget and schedule.

Catalyst has high expectations for employee professionalism. Project Managers must look professional, be honest, have integrity, and assure that our projects are constructed with a high degree of quality. Conversations and communications must be carried out in a respectful, appropriate, and professional manner. As the main point of contact for the project, the Project Manager needs to be approachable, organized, and able to collaborate with trade partners, the client, the architect, and the Catalyst Superintendent. The Project Manager has direct oversight of the Superintendent and must keep him informed of all project-related issues and conditions.

Project Managers attend regular weekly meetings at the jobsite. The Superintendent conducts these meetings where progress, schedule, submittals, changes, and safety are discussed. Project Managers conduct regular Owner/Architect/Contractor (OAC) Meetings where they communicate this same information.

Catalyst uses ProCore project management software on most of our projects. Project Managers need to become proficient with the use of ProCore as most project documentation is processed and stored there. Project Managers coordinate RFI's, Change Orders, and As-Built Documents. Project Managers must be familiar with all trade partner contracts and purchase orders so they are aware of who is responsible for each scope of work. Project Managers also assemble and negotiate change order requests.

Project Managers must be proficient at reading and understanding project documents. They need to understand architectural and structural details and become familiar with MEP details and systems. All changes must also be noted so the project documents stay current.

Project Managers work together with the Superintendent to manage the Project Schedule. Daily, weekly, and monthly goals are established and tracked. Catalyst Construction utilizes lean construction principles including pull planning. Project Managers are trained in this scheduling method and are expected to utilize it.

Project Managers also share in the responsibility of maintaining a safe jobsite. While the Superintendent is primarily responsible for this aspect of the project, Project Managers assist by completing regular safety inspections and pointing out areas of concern that are observed while on site. The Project Manager works together with the Superintendent and Safety Manager to proactively develop solutions to safety concerns.

The above description, while certainly not exhaustive, describes the major responsibilities of a Project Manager at Catalyst. Project Managers play an extremely important role in the success of our projects and the company as a whole and they are a valued part of our team. In addition to the hard skills noted above, the ideal candidate is someone who enjoys working together with a team of project managers and providing vision, support and motivation to key parties so the project stays on schedule and within budget.