

Project Manager - Chapman Construction/Design

Job Description:

Chapman Construction/Design is seeking an experienced Project Manager to join our team. Our Project Managers are responsible for all phases of their projects, from lead-generation through closeout. They are also responsible for ensuring compliance with Chapman standards related to quality, safety and sustainability. Assignments include tenant fit-outs and ground-up construction for a wide variety of project types including: corporate, medical/healthcare, retail, community, institutional, and historical restoration.

Job Responsibilities:

- Serve as the primary contact for all project-related correspondence
- Assume oversight and accountability for all of the following:
 - Preconstruction planning
 - Estimating
 - Value Engineering
 - Scheduling
 - Contract Administration
 - Subcontractor Selection & Coordination
 - Cost Management
 - Project Safety
 - Sustainable Construction Practices
 - Punch list & Project Closeout
 - Client Follow Up & Retention
- Coordinate closely with field staff on all aspects of project implementation
- Lead and direct the work of other project team members as needed
- Manage and mentor junior staff through a project team dynamic
- Deal directly with all personnel involved with the greater project team including architects, engineers, consultants, clients, project managers, building and government officials

Desired Skills & Experience:

- BS/BA (or equivalent) from a four-year college or technical school in the field of construction management, construction science, engineering, architecture, or similar
- 7-10 years of progressively responsible experience in the field of construction management
- Knowledge of all phases of the building construction process from pre-construction through closeout
- Robust understanding of building systems, building science and standard construction practices & techniques
- Working knowledge of MA building codes and ordinances
- Ability to read and interpret Plans and Specifications
- Ability to read, analyze, and interpret all types of contract documents relating to construction

- Strong written and verbal communication skills
- Strong technical & computer skills including: Microsoft Office, Adobe Acrobat, Fast Track Schedule. AutoCAD and/or Revit, Spectrum Construction software are pluses
- Estimating and scheduling (extensive estimating experience strongly preferred)
- Excellent organizational skills
- Ability to multi-task
- Highly motivated, self-starter
- Proven supervisory/management skills to motivate/manage team
- Ability to foresee, document, and mitigate potential problems before they occur (safety, costs, quality, schedule)
- The desire to work cooperatively with a team of construction professionals.
- LEED AP (or similar experience) desirable

Company profile:

Founded in 1984, Chapman Construction/Design provides industry-leading construction management and sustainability consulting services to forward-looking corporate, education, and healthcare clients. We are constantly challenging and refining our own systems of project delivery. Chapman's self-designed LEED-CI Platinum certified office is a showcase of sustainable construction strategies, including a 47 kW photovoltaic array that generates nearly all of the company's electrical power.

We take pride in our progressive, close-knit, team-oriented culture. We also understand the importance of offering a comprehensive benefits package to ensure our employees, their families, and their futures are well cared for. We offer the following to all full-time employees:

- Profit Sharing bonus program
- 100% company-paid health insurance
- 50% company-paid dental insurance
- Short term and long term disability insurance
- Flexible Spending Accounts
- 401(k) plan with company match
- On-site training and development
- Tuition reimbursement for higher education, certifications and licenses
- Paid Time Off program and paid holidays
- Paid maternity/paternity leave
- Corporate health club membership

Visit us at www.chap-con.com to learn more about us and see if a career at Chapman is right for you!

To apply submit your cover letter, resume, at least 3 references and list of completed construction projects to careers@chap-con.com