

Valley Interior Systems

Job Title: Drywall Project Manager, Clarksville, TN

Updated: Sept 2018

Reporting to: Sr. VP, Southern Operations

Classification: Exempt

Valley Interior Systems is a commercial contractor specializing in drywall, acoustical ceilings, and plaster. We're a company driven by passion, innovation and a focus on quality- the same characteristics we look for in our employees.

JOB SUMMARY: The Project Manager is responsible for the planning and successful completion of client projects, and the supervision and professional development of project team members. Additional responsibilities include assisting with proposal development and serving as a liaison between the client and project team.

DUTIES OF THIS POSITION:

- Effectively communicates project expectations to team members and stakeholders in a timely and clear fashion, continually monitoring and managing project progress while tracking project milestones and deliverables.
- Prepares and disseminates status reports and analyses as needed, identifies and troubleshoots problem areas, averts potential crises, mitigates risks, and devises contingency plans to ensure project completion and customer satisfaction.
- Own the financial success of assigned projects in order to make better decisions to move the project and the company forward.
- Acts as company liaison to the General Contractor and serves as first point of contact for addressing project-related questions, clarifying and resolving project design issues, changes in scope of work, quality concerns or project delays. Reports progress to customer and serves as intermediary between customer and General Contractor.
- Fully understands project's plans, specifications, and requirements, and assists contractor's Superintendents in project planning, determining schedules and operational phases. Shares information and seeks to troubleshoot any issue in advance of effect on the project. Escalates situations creating potential delays, unexpected expenses, or risk assessment issues to management.
- Builds productive relationships within the team and community to minimize project obstacles or issues; proactively communicates project requirements and/or changes and works to resolve any conflicts.
- Develops strong personal and professional relationships with potential and current customers and contractors to establish long-term, ongoing relationships.
- Networks within the region and industry to identify and create a contractor pool to meet the organization's needs and identify new business opportunities.
- Collaborates with manufacturers/distributors in the development of new products, enhancement of existing ones, provide feedback, and resolve quality or delivery issues.
- Participates in pre-bid and progress meetings, providing input as needed and communicating outcomes to Estimators or management.
- Collaborates with fellow Project Managers to share best practices, provide assistance or advice, develop innovative solutions, compare results, impart insights, provide alerts concerning competitor or supplier activities, communicate finances, set and urge completion of goals, report project status, implement plans, drive development of future opportunities, and foster creativity in order to support Valley's mission and future success.

REQUIREMENTS:

- **Experience:** Minimum of 5 years of project management experience; Construction background strongly preferred.
- **Computer Skills:** Proficient with Microsoft Office Suite.
- **Education:** Associate's degree in Construction Management, Bachelor's degree preferred
- **Communication:** Ability to read technical manuals and reports, workplace rules and procedures; speak with poise and confidence, using correct English. Ability to communicate effectively with all levels of the organization.

PHYSICAL REQUIREMENTS:

The physical requirements are those that must be met by the employee to successfully perform the essential functions of this job, with or without reasonable accommodations:

- The physical demands of this position require the ability to communicate orally and in writing, hear at a conversational level, use both hands, distinguish depth, and operate a motor vehicle.
- While performing the duties of this job, the employee will frequently (34-66% time on job) be required to sit, use fingers. Occasionally (6-33% time on job) the employee will be required to stand, walk, grip with pressure, and twist or bend wrists. Infrequently (2-5% time on job) the employee may be required to climb up to 5 flights of stairs, carry 10 lbs. up to 10 ft., and keep wrists and feet in prolonged positions of flexion or extension. Rarely (1% time on the job or less) the employee will be required to stoop, balance, kneel, crawl, reach, repeatedly bend, perform hand over hand pulling, twist while rotating the torso, climb ladders up to 6 ft., pull 5 lbs. up to 5 ft., push 10 lbs. up to 10 ft., lift up to 35 lbs., and use hand and foot controls.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Duties, responsibilities and activities may change at any time with or without notice. The order in which duties and responsibilities are listed is not significant.

Valley Interior Systems is an Equal Opportunity Employer who encourages diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, age, disability, citizenship, marital status, sexual orientation, gender identity, military or protected veteran status, or any other characteristic protected by applicable law.