



Job Title:	Project Manager	Job Category:	Project Management
Location:	Empirehouse, Inc.	Travel Required:	None
Level/Salary Range:	Salary-TBD	Position Type:	Full-time/
HR Contact:	James Hutera	Date posted:	Click here to enter a date.
Hours	40 hour weeks	Overtime	None

Applications Accepted By:

<p>FAX OR E-MAIL: 763-412-4509 or email jhutera@empirehouse.com Subject Line: Attention: Human Resource Director</p>	<p>MAIL: James Hutera Empirehouse, Inc. 5200 Quincy Street, Mounds View, MN 55112</p>
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Job Description

SUMMARY

This position will be responsible for managing the fabrication and construction of the glass building envelope projects using curtain wall, storefront, doors, automatic entrances, glass railings, mirrors, and structural glass walls. In addition this individual will be experienced in the building envelope entirety and familiar with wall systems including product knowledge as well as the construction process from design phase through completion.

PRIMARY RESPONSIBILITIES

- Primary duties include scheduling and overseeing the fabrication and construction phases, ordering materials, and ensuring projects are completed on-time and within budget.
- Strong planning and organization skills with the ability to meet changing priorities and strict deadlines are required.
- Manages, organizes, coordinates, and monitors activities and functions of multiple projects in cooperation with other departments and outside agencies including contractors, design firms, architects, consultants, contractors, sub-contractors and laborers.
- Ability to understand the building envelope including wall cladding systems, curtain wall, window and door systems including their installation means and methods.
- Ability to identify the elements of project design and construction that are likely to give rise to disputes and claims.
- Responsible for directing and supplying support to field operations to ensure there are no obstacles relating to materials or scope issues to impede job progress.
- Perform key role in project planning, budgeting and identification of resources needed.
- Monitor, maintain and review project budgets, schedules, work plans, labor utilization, cost estimates and projections.
- Devise project work plans and make revisions as project progresses.
- Ensure that construction activities move according to predetermined schedule.
- Receives and processes requests for information (RFI's).
- Process, price and track Change Orders through completion



- Review and redline Shop Drawings
- Communicate with management and accounting routinely with progress of jobs.
- Negotiate preferred pricing and purchase materials.
- Create training and installation manuals for field staff as required.
- Periodic inspection of construction sites-travel is required.
- Recognize and eliminate safety hazards and follow the company's safety program.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Two year degree required, bachelor's degree preferred. Required experience at least 5 years in Glass and Glazing.

PREFERRED SKILLS

- Prior experience in managing large commercial construction projects.
- Excellent communication skills
- Must be proficient with MS office-excel, Access, Outlook, Scheduling Software, I.E. Project or Smart Sheet, and PDF Markup
- Ability to read and correctly interpret construction plans/drawings and specifications
- Excellent organizational skills are an absolute must
- Must be able to multi-task in a fast-paced, ever changing working environment
- Aptitude for working independently on assigned projects
- Technically competent and able to effectively communicate with customers and co-works

Benefits

- The company offers excellent benefits-HSA, FSA, 401K, PTO, competitive salary, and a casual work environment.

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	