

SENIOR CONSTRUCTION & SAFETY PROJECT MANAGER

Summary

To obtain a project management, sales / marketing, construction management position where I can fully utilize my education, training and experience while making a significant contribution to the success of my employer. Result oriented professional with over 30 years in construction management, highly developed oral and written communication skills, and a progressive track record of success. Proven ability and effectiveness in construction market, Lease negotiation, budgeting, design, development, and on-going maintenance of sites. Experienced by graduate business degree, professional leadership and community developments. Recognized by management for thoroughness, meeting due dates and being a team player.

Skills

Microsoft office, ProPricer, Timberline, Peoplesoft and Deltek Costpoint

Experience

05/2005 to Current

Senior Construction & Safety Project Manager Company Name i¼ City , State

- Responsible for oversight of complex construction projects within the assigned region, including planning, approval and construction.
- Working hand-in-hand with Equity Developers and Equity Development Partners, Asset Managers, Operations, and general contractors, the Senior Construction Manager to assure the company's equity investment in long-term hold oriented design decisions is executed and construction issues are resolved appropriately.
- Responsibilities include all construction operations, such as overall budgeting, cost control, construction techniques and product quality.
- Oversee all aspects of the construction process ensuring that both the health and safety of project plans are implemented and that each project is completed in time.
- Support all project team members, including Superintendent, and Field Personnel, in the management of safe, profitable projects.
- Manage site safety and security of project following OSHA guide lines and ensure adherence to safety policies and practices, and created a positive and encouraging work atmosphere.
- Ensure support personnel working under PM's supervision are fulfilling their duties to progress the project schedule, track production and quantities installed, produce as-built, tap cards, valve cards, restoration drawings, etc.
- Monitor compliance to all applicable health and safety requirements.
- Conduct safety meetings, train, and supervise safety audit teams.
- Thorough review of contract and specifications when awarded new projects.
- Delegate to support staff to ensure all required submittals, testing requirements, close-out requirements are identified and submitted/completed.
- Immediately notify supervisor and senior company management personnel when any major problems develop on contracts.
- Inspect and monitor construction sites to ensure adherence to safety standards, building codes, and specifications.
- Produce reports required for monthly PM Progress Review Meetings with company executives and CFO.
- Report to senior management on the profitability of all projects.
- Produce and negotiate change orders with Project Owners.
- Manage scheduling and billing of all subcontractor's work.
- Negotiate changes with subcontractors.
- Submit monthly billing projections for all projects to the CFO and senior management.
- Thoroughly review all material invoices for the projects.
- Check all subcontractor invoices when received.
- Interface with client safety & health department on site safety & health issues and coordinate preventable measures.
- Conduct New Employee Site Safety Orientation and provide training.
- Set up and maintain positive cash flow on all projects.
- Ensure monthly invoices and submissions to the owner are submitted at the time required in the specifications.
- Verify we are being paid by the owner on all items for which the subcontractor is billing.
- Also, verify subcontractor's cost is properly entered and ensure accuracy of the invoice.
- Investigate all safety incidents, conduct root cause analysis and provide appropriate reporting.
- Participate in safety planning meetings with regional managers and other company professionals.
- Develop and implemented site safety orientation required for site access.
- Participate in required meetings (owner meetings, in-house progress meetings, subcontractor meetings).
- Prepare project letters and other correspondence.
- Thoroughly review any correspondence produced by project support staff prior to its distribution.
- Support the company's safety program, including attendance at weekly safety meetings.
- Assist estimating with the review and bidding of new projects.
- Ensure that any job delays that occur on my projects which are outside our control are documented for possible future claim to the owner.

02/1991 to 05/2005

Senior Project Manager Company Name i¼ City , State

- Provided in-depth analysis of the top five multi million dollars contracts with the Federal Government.
- Report to the President of operations; oversee contract that included CP (Cost plus), T&M (Time and Material), CPFF (Cost plus fixed fee) IDIQ (Indefinite Delivery Indefinite Quantity) and CPAF (Cost plus award fee).
- Subcontractor invoices and contracts modifications.
- Provided complex financial reporting for program review by upper level management.

- Ensured company and subcontractors are in compliance with all applicable laws and regulations.
- Reduced staff training fees by thousands of dollars each year by introducing in-house training versus external contract training.
- Oversee both direct and non-labor expenditures while providing financial guideline to project managers.
- Preparation of project close out packages and dramatically streamline operations and inventory.
- Management of on-site personnel, Worked alongside personnel through project completion.
- Initiated projects based on customer orders and identification of system deficiencies.
- Managed and researched commitment /obligation information to ensure the timely and accurate financial data.
- Responsible for providing financial planning and budgeting.
- Performed analysis and prepared reports in order to ensure that contracts are within negotiated budget and client Cost control guidelines, Audited and compliance control method implementation.
- Reviewed projects with Architects and investors.
- Planned and successfully managed the pricing of small and large complex multi-year contract that included direct labor, fringe, corporate and site overhead, G&A cost and fee.

10/1984 to 02/1991

Operations Manager Company Name i¼ City , State

- Led construction group that included managers, supporting staff associates in operating several construction project that included painting, Apartment building renovations and hotels projects worth about \$20 million dollars of contracts.
- Evaluated projects performance factors, performed on site property inspections and reported on findings, performed field inspection for on-going projects and reviewed budget allocations to assist project managers in decision makings to avoid projects overrun.
- Monitored compliance to all applicable health and safety requirements.
- Ensured Adherence to safety policies and practices, and created a positive and encouraging work atmosphere.
- Conducted safety meetings, trained, and supervised safety audit teams.
- Estimated projects with line item estimates created in excel workbook.
- Responsible for visiting job sites and following OSHA approved site safety plan.
- Significantly improved investor reporting by development and implementation of compliance tracking system.
- Inspection for building departments, punch list creation and completion.
- Managed site safety and security of project following OSHA guide lines.
- Scrutinized submitted time sheet from sub-contractors for accuracy.
- Conducted property site visits, reviewed third party inspection reports and provided technical assistance.
- Ensured that insurance payments and renewal are paid on time for new and on-going projects.
- Evaluated projects performance factors.
- Ensured that all construction projects achieve or exceeded the projected time.
- Closed out projects on a timely basis and coordinated / prepared final billing.
- Developed projects tracking system.
- Analyzed job cost and risk management effectively.
- Responsible for weekly safety audits and developing safety summaries, reporting directly to upper management.
- Updated weekly time sheet and briefing of progress report with Micro soft outlook slide to Management.
- Budgeting, construction disbursements, resolving and ensuring full financial compliance.

Education and Training

1984

Bachelors of Science : Marketing Southeastern University i¼ State Marketing

1986

Masters of Business Administration : Finance Southeastern University i¼ State Finance Member: American Painting and Decorators of America.

Certification: * Blue print reading certification * OSHA Certification

Skills

streamline, billing, Blue print reading, Budgeting, budget, building codes, cash flow, Construction Manager, contracts, Cost control, client, Delivery, staff training, Equity, estimating, senior management, financial, financial planning, financial reporting, Government, Inspection, Inspect, insurance, inventory, letters, Meetings, access, excel, Microsoft office, outlook, Painting, Peoplesoft, Personnel, policies, pricing, Progress, project plans, quality, renovations, reporting, risk management, Safety, scheduling, supervisor, supervision, technical assistance, Timberline

Activities and Honors

Construction Industry Research and Information AssociationÂ (CIRIA)

American Painting and Decorators of America.

American Council for Construction Education (ACCE)