

# PROJECT MANAGER



Updated: June 2024

<b>Division:</b>	<b>Azteca Enterprises, LLC.</b>
<b>Project Location(s):</b>	DALLAS, TX
<b>Minimum Years Exp:</b>	5+
<b>Travel Involved:</b>	None/Not Specified
<b>Job Type:</b>	Full Time
<b>Job Classification:</b>	Skilled - Field Operations
<b>Education:</b>	Experience Apply
<b>Job Family:</b>	Construction
<b>Reports To:</b>	VP of Operations

## Position/ Job Description:

The Project Manager's primary function for **AZTECA ENTERPRISES, LLC.**, is essential to the successful operation of projects. This position is important to our firm and the fulfillment of the duties and responsibilities contribute to the overall success of the company.

The purpose of this standard job description is to define the duties, authorities, and responsibilities of the Project Manager, as well as to promote a harmonious relationship between the Project Manager, Superintendent, Contract Administrator, Project Engineer, Foreman, and crews, who must work closely together.

The Project Manager is directly responsible to the VP of Operations, Operations Manager, or President for the proper discharge of his/her duties. He/ She may delegate portions of his authority to other qualified personnel but does not relinquish responsibility.

## Essential Duties and Responsibilities

The Project Manager's primary function for **AZTECA ENTERPRISES, LLC.**, consists of the following:

- A. Complete buyout of project assigned.
- B. Creation of PO/ Subcontracts (including scope breakdown and negotiation)
- C. Ensure proper purchasing of materials.
- D. Ensure proper usage of subcontractors.
- E. Efficient coordination of field and office activities on assigned projects.
- F. Review project schedule to make certain it meets all project requirements.
- G. Oversee project production and overall profitability.
- H. Company liaison with Owner, Architect and Engineer.
- I. Aid in estimating future work.

The Project Manager's function is essential to the successful operation of projects. He/she must have the following qualifications:

- a) A thorough knowledge and background in the construction industry.
- b) A thorough knowledge and background in commercial construction and the type of jobs normally performed by the company.
- c) Maintain a high degree of integrity, loyalty and honesty; not divulge to outside parties' information of a confidential nature pertaining to the company's operations or bids.
- d) The ability to get along with people and to communicate in a professional manner with Owners, Inspectors, Architects, and others having a direct interest in a project being constructed.
- e) Ability to carry out the duties described in the job description in an efficient manner.
- f) Self motivated and willing to go the extra mile.

- g) Initiative to seek out potential issues and address them without being told what to do every step of the way.
- h) Excellent planning and organizational skills
- i) Outstanding written and oral communication skills.
- j) Computer literate.
- k) Knowledge of Timberline and Procore software and/or ability to operate.
- l) Knowledge of scheduling software.
- m) Able to prioritize and organize.
- n) Leads by example with the ability to teach others.
- o) The ability to multi-task and manage numerous staff members.
- p) Ability to set up the organizational system for a project and maintain throughout the duration of that project.
- q) Willingness to ask for assistance, or suggestions prior to eruptible damage.

The Project Manager's principal duty for **AZTECA ENTERPRISES, LLC.**, is to manage the daily details of the project, including purchases, changes and coordination of office and field activities during the construction period. *Specifically:*

### **DUTIES**

- 1) Study and understand the contract documents of each project before to determine areas, including provisions of the general or special conditions, that may be ambiguous or present problems or result in unforeseen costs. Such matters should be brought to the attention of the Vice President.
- 2) Purchase major materials and inform subcontractors for work awarded at the most competitive price early enough to ensure timely delivery of materials and performance of subcontracts.
- 3) Ensure the Superintendent coordinates material deliveries and subcontract work in accordance with progress schedule and adjust as necessary due to changes.
- 4) Resolve, or assist Job Superintendent in resolving, design and detail problems with owners, design agents, suppliers, and subcontractors.
- 5) Attend pre-construction and job meetings.
- 6) Prepare budget; review with Job Superintendent for concurrence, have it approved by the Vice President before release to accounting, and adjust as required by changes.
- 7) In conjunction with Job Superintendent, prepare data for monthly invoices and submit in a timely manner to the Accounting Department.
- 8) Code and approve invoices.
- 9) Assist and cooperate with Job Superintendents in maintaining good subcontractor relations and activities, as well as other areas requiring coordination between field and office.
- 10) Request extensions of time as required by contract documents.
- 11) Monitor the maintenance of as-built drawings by the Job Superintendent as required on projects. Assure maintenance of a permanent record set, or that "as-built" information is transferred to permanent record set.
- 12) Have thorough knowledge of company procedures manual.
- 13) Is responsible for all aspects of the project from award to completion. The PM will not complete all tasks, however, must make sure they are completed and completed correctly.

### **Authority**

The Project Manager derives authority from the VP of Operations, Operations Manager, and/or President and is granted full power to perform the duties set forth in this job description. Our goal is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest.

### **CONCLUSION**

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. The President, Sr. Vice President, VP of Operations, or Human Resources to suit the needs of the company will from time to time alter those duties.

This standard procedure for the job description of the Project Manager will become part of the company policy, upon the approval of Upper Management and remain in effect until superseded or canceled by the same authority.