

PROJECT MANAGER

RW Dake Construction is an established construction and general contracting leader across many industries from banking to healthcare to manufacturing, serving clients throughout the Northeast and Mid-Atlantic.

Job Title: Estimator/Project Manager

Job Classification: Full Time Position

Location: Albany, NY

Overview: This candidate will conceptualize, organize, and execute construction projects.

Responsibilities:

The responsibilities/functions may include but are not limited to the following:

- Capable of performing estimating & project takeoffs with no guidance.
- Has the ability to carry out the entire project bidding process.
- Able to build, understand and maintain a project budget.
- Has a complete understanding of the RFI process.
- Able to keep & maintain RFI logs.
- Able to assist in the preparation of prime contracts, subcontracts & purchase orders.
- Understands the difference between a payment bond & a performance bond.
- Able to request & execute bonding as needed.
- Has a complete understanding of the submittal process.
- Capable of maintaining a submittal log.
- Knows how to keep & maintain a project schedule.
- Schedule, hold & attend project meetings as required by the owner, GC or as the project requires.
- Complete understanding of blueprints/drawings
- Understands specifications/efficient in finding information in a spec book.
- Able to understand the CSI format as they relate to cost codes.
- Complete understanding of project addendums.
- Able to execute & process change orders & change events.
- Able to process invoices from vendors, subcontractors, etc.
- Able to process billings to owners and/or General Contractors (AIA., lien waivers, etc.).
- Able to perform the punch list process- create & maintain associated list & schedule.
- Knows & understands the as-build & closeout process.
- Complete understanding of insurance requirements, limits & who should be listed as insured.
- Understands local construction tax laws.
- Able to read through the front end of contracts & identify red flags or any cautionary items.
- Able to maintain working relationships and open lines of communication with field personnel.
- Maintain QA/QC on projects.
- Able to cultivate sales & new prospective clients/customers.
- Has a growing network. Able to maintain & build both customer & contractor relationships.
- Understands project safety as it relates to OSHA 1926.

Required Competencies/Skills:

- OSHA 10
- OSHA 30
- Strong problem-solving skills
- Ability to multitask
- Exceptional attention to detail
- Strong written and verbal communication skills
- Ability to work in a fast-paced environment
- Willingness to take initiative and accept responsibility for assigned tasks
- Two years construction industry experience preferred
- A degree in Construction Management, Design, or Engineering a plus