

## J O B   D E S C R I P T I O N



Job title: **Senior Project Manager, Construction (Vulcan Real Estate)**

The Real Estate team at Vulcan Inc, a private organization in Seattle, WA focused on tackling some of the world's toughest challenges, is a dedicated, driven group of 36 with a positive team dynamic, and we are looking for smart, passionate, motivated people to join us.

While Vulcan Real Estate is a profit-driven business, we have a strong focus on positive community impact, and we are leaders in the field of environmental sustainability. We aim to leave the world a better place!

Since 2000, we have delivered \$3.0 billion in assets in 33 projects comprising 8.0 million square feet and 1,764 residential units. 80% of the development projects have occurred in South Lake Union, renowned as one of the largest urban redevelopment projects in the country. We also have a near-term development pipeline of 23 projects, including 5.6 million square feet and 3,100 residential units.

Visit [vulcanrealestate.com](http://vulcanrealestate.com) to learn more about our award-winning development projects, our emphasis on community building endeavors, such as public art, infrastructure, and parks, and our work in historic preservation and sustainability. We are not your average real estate developer!

The Sr. Project Manager is responsible for supervising all aspects of projects undertaken by the department as may be allocated from time to time by ownership and Vulcan business units and affiliates. Projects include, but are not limited to, feasibility studies; conceptual planning; budgeting; pre-construction activities; approvals (internal and external); entitlements; construction and the like. Projects will primarily involve commercial investment projects but may include corporate, residential, or other development opportunities, and revenue-producing properties dependent on department needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assemble contracts with and manage consultant teams as needed to facilitate seamless coordination.
- Negotiate construction contracts and oversee construction. Coordinate construction documents.
- Analyze complex schedules and timelines. Understand critical path scheduling.
- Review and understand complex bid analysis for all major components of a complex construction project.
- Oversee monthly draws and pay requests.
- Track costs to date, manage third-party contractors/consultants in completing all activities for projects undertaken by the department. Liaison with Sr. Director, Cost Control and contract administration staff.
- Preparation and regular record keeping relating to project documentation weekly and monthly reporting decisions, permits, contracts, project costs and schedules.
- Meet with and lead design and construction teams to establish design criteria and assure that such standards are in compliance.
- Manage designers, consultants and contractors on all aspects of project documentation and approvals. Review design documents and manage consultant team.
- Manage project close-out and turnover to operating entity or affiliates.
- Support the Sr. Director, Vice President and other managers in the maintenance of master schedules and consultant agreements and other contracts.
- Assist the Sr. Director with the preparation of annual budget and related business planning.

- Coordinate with Vulcan Finance, and other Vulcan departments having an interest in or jurisdiction over Projects. Communicate construction administration and quality control support to the Sr. Director and Vice President.
- Demonstrate honesty, responsibility, integrity and fulfillment of commitments.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge, experience, skill, and/or ability**

- Experience and proficiency in reviewing design and contract documents, and monitoring progress in development of same.
- Ability to analyze complex problems, knowing when to engage the correct entities to come to quick resolution and finalization direction.
- Experience in the overall design and construction of a project from concept to turnover.
- Experience with cost management and analysis of project costs.
- Ability to review, respond and manage critical path scheduling.
- Experience applying governmental regulations to proposals and construction projects.
- Experience managing cross-functional experts and vendors for a large-scale project to address issues on a timely basis.
- Proven ability to communicate, both in writing and verbally to interdepartmental and direct report, the status of all vendors, projects, timelines and budgets.
- Ability to effectively prepare and present appropriate information and respond to questions from ownership, senior management, colleagues, business associates and the general public.
- Extensive experience being solely responsible for the process of a full project team with interdisciplinary, multi-vendor components.
- Ability to produce conceptual proposals and documents that form the basis for projects, as well as ability to write reports, business correspondence, procedural manuals, and other types of planning documents.
- Ability to interpret, understand and direct three-dimensional planning of projects.
- Knowledge of general office practices, procedures and equipment.
- Ability to prioritize tasks and work independently.
- Extreme professionalism and strong organizational skills.

### **Preferred**

- Experience interacting with senior level management.
- Experience with construction and design contracts and city permit processes.
- Familiarity with varied contracting formats.
- Prior relevant project experience at the level of works normally undertaken by this Department.
- 10 - 15 years experience as a project manager and 3-5 years experience managing projects for a construction company.

### **Required computer skills**

- MS Office (Word, Excel, Outlook)
- MS Project

**Education/experience/certifications**

Bachelor's degree (B.A. or B.S.) from accredited institution and 10 plus years relevant experience, OR equivalent combination of education and experience.

**Special remarks regarding work environment, if applicable**

Ability to travel estimated at 20%.