



MEP PROJECT MANAGER

Responsibilities:

- Lead and Communicate with Messam Field Supervision, Subcontractors and Vendors to assist them in working to the Project Schedule as it pertains to MEP's
- Represent Messam with Owner(s), Architects, Consultants, Government Authorities, Vendors and Subcontractors
- Administer financial aspects of the Owner's contract, subcontracts, and purchase orders
- Build effective working relationships with clients and the Messam project team members
- Project Start-Up
- Review the general contract and contract documents and confirm the budget setup and project milestones in conjunction with Project Lead
- Create a schedule of values and project logs, plan for project safety and mobilization, including review and validation with team members
- Purchasing process and document control
- Maintain the buy schedule, write scopes of work, distribute and log subcontracts, write required contract riders and purchase orders, and confirm compliance with project insurance requirements
- Review subcontractor references, obtain Subcontractor bonds, and maintain project files
- Maintain and manage all purchase and delivery schedules, change order processes, shop drawings, document control logs, Owner, Architect and Subcontractor correspondence
- Work with Purchasing in setting up/executing trade buyout including: defining scope of work, authoring Exhibit B's, ensuring scope coverage, coordinating buy and project schedules
- Meeting Management
- Attend all schedule and management MEP meetings necessary to monitor and manage the project, chairing as appropriate
- Financial Management
- Manage all requisitions and payments including lien releases and project payroll and maintains best possible cash flow throughout the project, communicating issues proactively
- Project Closeout
- Deliver all necessary manuals to the Owner, consolidates project documentation and files
- Manage subcontractor closeout, transfer of utilities, owner training, and punch list process
- Deliver all warranties, as-builts and training to the owner.

Qualifications:

- Bachelor's degree in Construction Management, Engineering or applicable discipline and experience relative to project size/scope
- Each project has specific characteristics regarding size, complexity, sector etc, which dictate the precise years of experience and industry knowledge necessary for success, above and beyond general construction knowledge and experience



Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit for long periods of time; talk or hear; perform fine motor, hand and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand; walk; and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception and the ability to adjust focus. The employee will spend their time in an office environment with a quiet to moderate noise level.

Necessary Attributes:

- Candidate must possess Messam's Core Values: Passion, Integrity, Hard Work and Professionalism
- Excellent business judgment demonstrated by consistently achieving profitability objectives and strong project close-outs with client and subcontractor relationships in good standing
- Excellent organizational skills and attention to detail evidenced by a strong command of all applicable contract and legal provisions
- Ability to consistently analyze and execute financial trade-offs which frequently involve dealing with incomplete data and ambiguity
- Ability to constantly multi-task and handle competing priorities between Messam business needs, organizational issues, and sound customer relations
- Possess judgment to know when to appropriately escalate issues up the chain of command
- A strong sense of urgency and initiative. Able to quickly study and react to complex issues
- Excellent problem-solving skills and the ability to confidently and decisively take action
- Team leader with excellent diplomatic and communication skills, able to handle and resolve conflicts effectively in a firm but fair manner

Messam Construction is an Equal Opportunity & Affirmative Action Employer.