



Senior Project Manager

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| Title | Senior Project Manager |
| Division | Operations |
| Office Location(s) | East Peoria |
| Project Area | Central IL: Bloomington/Normal, Champaign/Urbana, Springfield, Peoria, and Galesburg |
| Reports To | Construction Director |
| Direct Reports | Project Manager(s), Project Engineer(s), Intern(s) as assigned |
| Last Updated | August 2023 |

Summary:

- Senior Project Managers are responsible for leading large, complex construction projects and working collaboratively with other project stakeholders (owners, architects, regulators, subcontractors etc.) to carry projects from preconstruction to completion. Senior Project Managers are responsible for the Financial, Schedule, Safety and Quality performance of their assigned projects. They are required to maintain a thorough 'big picture' understanding of their projects, and to recognize and act upon priority tasks & risks without supervision. In addition to their own work, they are required to effectively delegate tasks and supervise project teams to include superintendents, foremen, project managers and engineers, QC managers, Safety officers, project controls staff, project clerks, procurement staff and designers. Senior Project Managers support the New Work / Pursuits Team to foster and develop client relationships, develop project leads and opportunities, and ensure a Client-Focused project experience on every project.

Key Functions:

- **Project Management Leadership:** Senior Project Managers will consistently apply discipline to contribute to a highly functioning team dynamic while leading project teams and collaborating with internal and external stakeholders. A Senior Project Manager will consistently live, work, and lead in alignment with the organization's Purpose, Vision, Values, and Strategy.
- **Project Team:** Utilize the latest technology to improve efficiencies, communication, document control, and quality. Work with onsite Client Representatives to coordinate project details while ensuring superior quality in addition to working with onsite



construction Superintendents, Project Managers, skilled trades people, and subcontractors.

- **Project Lead:** Lead assigned projects to ensure a client-focused experience, project goals, and successful project completion are achieved. Manage project budgets including labor, materials and procurement costs, accounts receivable, cash flow, forecasting, contingency and allowance accounting, and profitability. Highly effective communication and collaboration skills will be instrumental for this role. This position will oversee projects across the Central Illinois region including but not limited to: Bloomington/Normal, Champaign/Urbana, Springfield, Peoria, and Galesburg.
- **Relationships and Partnerships:** Develop, foster, and administer strategic relationships with clients, design partners, subcontracting partners, and vendors that align with the types of projects in RCC's key markets. Continued business partnerships and growth of projects with existing clients is a Senior PM priority, as is mentorship of Project Managers and Engineers.
- **Field Project Focus:** Resolve field construction issues in coordination with the project team. Attend progress meetings, develop status reports, and deliver presentations, as required. Implement policy and procedure improvements. Work to resolve claims, suggest ways to mitigate impacts, and develop work-arounds while maintaining project schedules, budgets, and quality expectations. Manage the change process: Identify and communicate scope changes, prepare, and submit cost and schedule change estimates, negotiate and process client change orders and issue subcontractor and vendor change orders. Ensure compliance with company and owner safety programs.

Qualifications:

- 10+ years' experience
 - 4-year degree preferred
 - Construction Management, Engineering, Architecture, or Similar Field is ideal.
 - Strong organizational skills, good time management, professionalism, and ability to work well with others. Sense of selflessness / humility / enterprise first mentality, emotional and social intelligence.
 - Certifications/Licenses required = OSHA 10
 - Preferred: LEAD, PMP
 - Non remote position: This position is corporate office and construction site office based. Occasional exposure to dirty and dusty conditions and extremes of weather is expected.
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Benefits:

- Employer paid Medical Benefits
 - Elective benefits available also: Dental, Vision, FSA
- Company provided vehicle or monthly vehicle allowance, laptop, and cell phone
- 401k with company match
- Vacation, Paid Holidays, and PTO
- Tuition Assistance Program
- Annual company performance bonuses

This job description in no way states or implies that these are the only duties to be performed by the associate(s) incumbent in this position. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification as necessitated by business demands. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each job duty proficiently. The requirements listed in the document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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Associated received: _____

Department manager: _____

Human resources: _____

Submitted on: _____