HC | HIMMELMAN CONSTRUCTION
Building Solutions | General Contractors & Construction Management

Project Manager Description and Requirements

➢ **About Himmelman Construction:** HCI is a 66 year old 4-generation family Construction Management and General Contracting firm. We are mid-sized with an emphasis on maintaining a family, teamwork culture with likeminded team members. We hire candidates who share the same business culture philosophies and are committed to a career opportunity with the firm.

➢ **Typical Industries**:
- K-12 Public & Charter Schools (New, Additions & Renovations)
- Faith Based (New, Additions & Renovations)
- Community Based (New, Additions & Renovations)
- Commercial Tunnel Car Washes (New)
- Hospitality (New)
- Office (New, Addition and Renovations)

➢ **Typical Project Types: Steel, Concrete and Civil**
- New Ground Up
- Additions
- Interior & Exterior Renovations
- Civil

➢ **Typical Project Locations:**
- Denver Front Range
- Denver Foothills
- Summit County

➢ **Typical Project Sizes (by $ volume):** $2MM - $10MM
➢ **Typical Project Delivery Methods**:
- Prequalified select Design-Bid-Build
- CM/GC
- Design / Build

➢ **What We Provide**:
- Competitive Salary
- Bonus Structure
- 401 K Retirement Plan
- Health Insurance
- Company Vehicle and fuel
- Private Office
- Computer & Cell Phone
- Flex Time Off

- ➤ **Our Project Structure: Our typical project is structured with the following staff support:**

    Project Manager> Project Engineer > General Superintendent > Project Superintendent > Project Assistant

- ➤ **Prerequisites:**
    - Construction Management Degree
    - At least 5 years' experience as a PM
    - Storm Water Certified (preferred)
    - OSHA 300 (Preferred)
    - PMP Certified (Preferred)

- ➤ **Expected Duties**
    - Manage 3 projects at any given time
    - Interface with estimating department
    - Oversee Project Engineer
    - Support Project Superintendent
    - Project Buy out
    - Chair Owner. Architect, Contractor Meetings (OAC)
    - Responsible for the financial health of the projects
    - Prepare Pay Applications
    - Change Management systems
    - Owner and Architect interface
    - Set up & Implement Project controls
    - Schedule responsibility
    - Quality Control
    - Observe Safety control

- ➤ **Personality Traits**
    - Organized
    - Able to work in an autonomous management environment
    - Firm but Fair
    - Presents a high level of confidence with owners & Architects.
    - Must be compatible with other team members
    - Enjoys work environment
    - Has Fun.

- ➤ **Must be proficient or able to quickly grasp the following company systems:**
    - Procore Project administration software
    - Microsoft Project Scheduling
    - Computer Ease Job Costing Software
    - Blue Beam
    - Office