



PROJECT MANAGER

Clark Construction, LLC headquartered on Bainbridge Island is the Puget Sound region's premier construction firm. Our team of highly skilled construction professionals brings experience in an impressive range of projects, of every scale, from home remodels to multimillion-dollar commercial. An employee owned company, we are committed to building exceptional structures that reflects fine craftsmanship, superior attention to detail, outstanding value and customer service that exceeds the expectation of every valued client.

Role and Responsibilities

- Read, understand, and interpret plans, specifications and contract documents
- Access plans using computer and tablet
- Be able to create bid packages that fully describe and delineate scope of work quickly, efficiently, and accurately
- Be able to accurately compare bids and create a thorough bid analysis for each work system
- Be able to create subcontracts for all scopes of work in a timely fashion
- Responsible for the financial performance of a project
- Manage and comply with project budgets; understand what is/is not included in the budget
- Communicate, document, and track changes to the budget (e.g., Change Orders)
- Multi-task and manage multiple projects and people including office and support staff
- Responsible for flow of communication for a project including, but not limited to, RFIs, submittals, updating documents, maintaining accurate and detailed meeting notes and conversation reports and the timely input of all the data into the appropriate Procore sections
- Assist the Superintendent in updating schedules and assuring contractual responsibilities are met
- Responsible for collection and distribution of all project documentation
- Take ultimate responsibility for the CCLLC's contractual performance of the project(s)
- Understand the big picture of the project(s) and of CCLLC including accounting, invoicing, GL codes, sales tax laws, master subcontracts, insurance, L&I, and safety
- Be able to detail and accurately schedule a job if the Superintendent has not
- Understand the complications of billing requirements for client and client's financial institution
- Never late with billings or forecast
- Must be detailed, accurate, and current
- Perform any other task(s) requested by CCLLC

Hiring Requirements

- Dependable, timely, and efficient
- Years of experience: 2+ in construction management
- Excellent communication and interpersonal skills to collaborate with field staff, architects, engineers, and owners
- Good understanding of all construction means and methods
- Excellent bidding and estimating skills
- OSHA 10 certification
- Excellent computer skills including Outlook, Excel, Word, Project, and Procore
- Valid Driver's License and dependable transportation

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Ability to stand and walk for a 10-12-hour day
- Ability to lift 50 lbs., including overhead
- Ability to perform physical and repetitive motions
- Ability to sit, walk, stand, bend, squat, climb, kneel and twist on an intermittent or continuous basis
- Requires vision and hearing abilities
- Ability to climb permanent and temporary stairs
- Ability to climb ladders and negotiate work areas under construction

Compensation and Benefits

Salary Range per annum:

- Kitsap County -
 - PM Level 1 \$75,000-\$90,000
 - PM Level 2 \$95,000-\$100,000
 - PM Level 3 \$105,000-\$115,000
 - Senior PM \$115,000-\$140,000
- Seattle - 15% increase to salary

In addition, Clark offers the following benefits to full-time staff:

Paid Time Off: 64 hours per calendar year of paid time off ("PTO") for sick, vacation, and personal time.

Paid Holidays: There are 7 paid holidays each year:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day

- Thanksgiving and the Friday after Thanksgiving
- Christmas Day

Insurance: Eligible for health, dental, and short-term disability insurance on the first day of work for employees working at least 30 hours per week.

Retirement Savings: Eligible for 401K program through Contractor's Plan

How to Apply

Applications accepted until the position is filled. Please send cover letter and resume to: hr@clarkconstruct.com. No phone calls please; only applicants selected for interviews will be contacted.