



PROJECT PRINCIPAL

Clark Construction, LLC headquartered on Bainbridge Island is one of the Puget Sound region's premier construction firms. 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.

This role can be performed remotely with the exception of on-site visits and occasional meetings at the Bainbridge Island office.

Job Description

At Clark Construction, the Project Principal oversees every aspect, including the planning, execution, monitoring, control, and closure of a project. This role manages a team or teams working on several projects from initiation to completion, making sure the work gets done efficiently and satisfactorily.

Role and Responsibilities

- Plan, prioritize and oversee project management activities in an effective manner
- Prepare budgets, determine timelines, and identify resources
- Understand customer requirements clearly and develop project plan, scope and deliverables
- Manage daily activities of project teams and provide assistances whenever needed
- Monitor project progress on regular basis and identify and correct any delays
- Assist in interviewing, recruitment, orientation of new hires
- Identify training needs for project team to improve professional competence
- Assist in performance evaluation, promotion and retention activities
- Stay current with latest developments in project management field
- Serve as primary contact for client queries and concerns
- Conduct regular team meetings to review project status and issues
- Assist in preparation of design documents, technical and functional documents and other project reports
- Prepare and review workplans and plans of action
- Review contract terms and conditions and perform client negotiations when needed
- Ensure that final deliverables meet quality standards and client expectations
- Develop process improvements to ensure to ensure high-quality and cost effectiveness
- Ensure that all project activities from design to deployment are performed within the allotted schedule and contract scope
- Maintain a highly functional and organized work environment
- Uphold a strict level of confidentiality
- Perform other duties as assigned

Hiring Requirements

- Dependable, timely, and efficient
- Years of experience: 7+ 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
- 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: \$100,000-\$140,000

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

Paid Time Off: 80 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.

Job Description Acknowledgement Form

I have received, reviewed and fully understand the job description for Project Principle. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Employee Name _____ Date _____

Employee Signature _____