

## Job Description



# Project Manager: Cleaning or Mitigation

Reports to: Operations Manager

### Job Summary

The Project Manager is responsible for ensuring the successful completion of a restoration project. The project manager communicates and coordinates with a variety of people including: Customer, Technicians, Estimator, Subcontractors, and Office Staff. The Project Manager ensure the projects are running on time, are within the established budget, and are performed with the highest degree of quality. The Project Managers manage the work of Technicians and Technician Leads.

### Job Duties

- Respond to job and greet homeowner/customer.
- Perform inspection and assess work to be completed.
- Ensure proper documentation is in order so estimates can be completed.
- Communicate and coordinate with estimators.
- Communicate and coordinate with adjusters and insurance agents as needed.
- Communication with customer through the duration of the project.
- Schedule technicians to complete necessary work.
- Schedule subcontractors to complete necessary work.
- Schedule in-hour finish carpenter and drywaller.
- Perform quality control to ensure job is completed correctly.
- Ensure jobs are completed on time and stay within budget.
- Receive funds from customer or insurance agency and turn into office.
- Organize emergency response crews for after-hours call outs.
- Complete daily logs on BuilderTrend.
- Check timecards weekly to ensure accuracy; fix any issues.
- Answer employee questions and handle any issues and concerns.
- Conduct employee evaluations.
- Assist Technicians as needed.

### Job Requirements

**Physical:** Able to lift, pull, push, and carry up to 75 pounds. Able to work (crawl) into confined spaces.

**Top 10 Competencies:** Work Ethic, Excellence, Detail Oriented, Integrity, Verbal Communications, Planning/Time Management, Judgement/Decision Making, Analysis Skills, Customer Focus, Organizing

**Education/Experience:** At least two years construction/restoration experience required. WRT certification required. FSRT certification preferred. AMRT certification preferred.