

# BEHANBROS

Behan Bros is a General Contracting and Construction Management Company and since 1973 we have set a standard of excellence in projects ranging from expansive luxury homes, to large and technically demanding commercial structures. We are currently hiring Project Managers in the Rhode Island Area.

**Summary:** Responsible for ensuring the timely and costly completion of construction projects by overseeing all phases of the project. This entails working with a variety of stakeholders to schedule and plan work, coordinate equipment and materials, operate within budget, and monitor overall progress.

## Job Duties:

- Coordinate and prepare cost estimates, specifications and scope of services
- Ensure project schedule is in place during project set up and subcontractor bidding which reflects project strategy and is sufficient to estimate from and to purchase subcontractors with
- Monitor permit applications and other regulatory project requirements
- Oversees performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed
- Initiates purchase orders, approves invoices, manages multiple fund sources and maintains up-to-date financial records and end of job cost forecasts
- Reports to owner, architects about progress and any necessary modifications of plans; and manages all RFI's, change orders, submittals and ensure all project team members are fully informed of information
- Generate contract agreements for execution with knowledge of construction administration practices and contract language (standard AIA contracts)
- Analyze, manage and mitigate risk; work with jobsite supervisors to ensure safety on jobsite
- Conduct project review meetings, furnish weekly progress reports and participate in weekly lookahead company meetings
- Maintain client relationships; seek to understand client needs and wants; build, develop and grow any business relationships vital to the success of a project

Behan Bros., Inc is an EO Employer

Job Type: Full-time

Experience/Education:

- Construction experience – 8+ years of relevant experience with light commercial or residential projects
- Demonstrated ability to manage projects within the range of \$2-\$8M
- Massachusetts super license a plus
- Procore Project Management Certification a plus

Knowledge/Skills:

- Knowledge of the methods and practices of construction management
- Knowledge of construction law, regulations and codes
- Ability to work in a team environment and to collaborate with a variety of professionals
- Understanding of business document production – i.e. spreadsheets, contracts, memos
- Ability to manage multiple concurrent activities
- Ability to make judgements in demanding situations
- Strong negotiation and delegation skills
- Ability to react to frequent changes in duties and volume of work

Compensation: Based on qualifications, top in industry

Benefits include: Medical, Dental, & Vision Plans. A 401(k) Retirement Plan with Company Match. Company-Provided Safety Equipment.

Schedule:

- 8 hour shift
- Monday to Friday
- Salary or hourly, depending on candidate

**SEND BRIEF COVER LETTER, RESUME, AND DESIRED RATE TO:**Erin Wood; EWood@BehanBros.com