

## **THE ROLE OF THE PROJECT MANAGER**

To build customer relationships with an emphasis on maintaining our existing customer base to include property managers, developers, tenants, architects, engineers and other client referral bases.

To establish and control the financial condition of the project through bidding, value engineering and negotiating. To assure the overall performance of the project with a major focus on project set up. Monitoring and guidance of the on site superintendent throughout the project to insure that we meet our total quality management goals, that we maintain our image and are successful at creating satisfied customers. To make sure that the customer feels that they have received an unequalled combination of project schedule, project quality, project management and competitive pricing. Therefore, ensuring that that customer would prefer to work with Hillhouse on their next project.

To be a role model for Hillhouse codes of conduct and performance standards.

To participate in Hillhouse management meetings and engage in open and constructive discussions of our issues. The project manager is the operational link between Hillhouse and our customers.

## **THE EXPERIENCE OF THE PROJECT MANAGER:**

Experience is consistent with the types of projects being managed. No less than five years of project management experience.

### New Construction

- ◆ Wood frame
- ◆ Concrete Tilt up
- ◆ Concrete poured in place/stressed
- ◆ Steel frame
- ◆ One to three story construction
- ◆ Three to eight story construction

### Seismic and Structural Retrofit

- ◆ URM retrofit
- ◆ Concrete structure
- ◆ Steel structure
- ◆ Wood structure

### Interior Improvements:

- ◆ High Tech, H occupancy rooms
- ◆ Computer rooms
- ◆ High purity clean rooms
- ◆ Manufacturing and assembly facilities
- ◆ Industrial machining facilities

- ◆ General office
- ◆ Executive office

## **THE KNOWLEDGE OF THE PROJECT MANAGER**

### Specific knowledge

- ◆ Building codes
- ◆ Construction law
- ◆ Estimating
- ◆ Safety
- ◆ First Aid, CPR and asbestos certified
- ◆ Blue print reading
- ◆ Scheduling: CPB, Gant chart
- ◆ General Business Management
- ◆ Computer Skills: Word processing, scheduling, database

## **THE PERSONAL SKILLSET OF THE PROJECT MANAGER**

### Personal Skills

- ◆ Communication skills
- ◆ Listening skills
- ◆ Problem solving skills
- ◆ Negotiation skills
- ◆ Motivation skills
- ◆ Time Management Skills
- ◆ Crisis Management Skills
- ◆ Speaking and presentation skills
- ◆ Teamwork and relationship building skills
- ◆ Proactive personality
- ◆ Writing skills (i.e. spelling, punctuation, grammar)

## **INNEROFFICE SUPPORT FOR THE PROJECT MANAGER**

- ◆ Immediate supervisor is the President/CEO
- ◆ Directly manage all on-site field managers and field labor as necessary
- ◆ Clerical support provided directly by project management administrative assistant

## **LEVEL OF AUTHORITY OF THE PROJECT MANAGER**

- ◆ All financial, personnel and performance decisions for the project
- ◆ Special conditions relating to advance payments, clerical support temporary staffing), and field support.

- ◆ Disciplinary warning notices, citation, and suspension for performance and safety issues as required

#### **LIMITS OF AUTHORITY OF THE PROJECT MANAGER**

- ◆ All permanent policy or procedural changes are made with full management participation.
- ◆ Hiring and termination of Hillhouse employees requires acknowledgment from full management.