



Warfel Construction Company is currently looking for an experienced **Project Manager** to join our high-paced, Client-focused team in East Petersburg, PA. The Project Manager will be responsible for customer satisfaction and assuring repeat business as primary goals.

This position is successful when they are able to build a good team internally and externally. Planning, scheduling, and purchasing with input from various resources (such as preconstruction manager, superintendent and estimating) are critical in getting the project started properly. Recordkeeping, correspondence, and communication throughout the project hierarchy whether delegated or performed by the PM is the responsibility of the PM. It is also the PM's responsibility to keep the project on schedule and on (or under) budget.

Job responsibilities include, but are not limited to, the following:

- Overall Client Satisfaction. Communicates with Client and Design Team in a proactive, timely, and efficient manner to promote Clients For Life mission.
- Provides Leadership to multiple projects and project teams. Communicates effectively with internal and external team members and facilitates communication to promote positive team dynamics. Project team set-up may require to work closely with a Senior Project Manager and/or fulfill Project Engineer job responsibilities on a project.
- Responsible to manage up to \$5,000,000+ in yearly project revenue and earn between \$500,000 to \$600,000 in project margin, pending yearly revenue and margin goals set by the VP of Construction Services in line with Warfel's overall company plan.
- Coordinates turnover meetings with estimating and preconstruction for start-up of construction phase. Plans buyout schedule for team. Coordinates construction team kick-off meeting and establishes responsibility matrix and initial task/start-up responsibilities.
- Reviews established terms of owner contract or assists with finalizing owner contract if not yet executed.
- Establishes a job detailed and job specific schedule with the assistance of the project team. Updates schedule at least twice per month.
- Performs SRMP process to mitigate risks with subcontracts as much as possible. Develops thorough scopes of work for subcontracts and purchase orders. Orchestrates procurement process and assembles and authorizes the purchase of subcontracts and materials.
- Executes and finalizes terms of subcontract and purchase order agreements.



- Reviews RFIs and submittals prepared by Project Engineers (Pes) or Field Engineers (Fes). Oversees tracking process to get timely responses on this paperwork.
- Prepares regular cost projection updates and submits internally monthly. Provides required documentation with cost projections and cost analysis. Excels at cost management and implements cost efficiencies where possible. Creates and tracks labor analysis for project, as applicable.
- Communicates with Client and Design team in a timely, efficient manner to promote Clients For Life mission.
- Communicates with subcontractors and suppliers to be proactive about upcoming items. Provides follow-up on quality deficiencies, cost issues, lead times, safety concerns, etc.
- Attend job site meetings as necessary to oversee progress of project and ensure smooth communications with owners, architect, superintendent, subcontractors, and so-on. May run jobsite meetings with various parties.

**Qualifications:**

- Must have a minimum of a four-year degree majoring in construction management, engineering, architecture or similar program, or similar related career experience.
- 6+ years of experience on construction projects similar to those of Warfel Construction
- Experience as a Project Engineer, Assistant Project Manager, or similar. Experience should include client relationship management, budget and schedule management and team management / leadership.
- Excellent written, verbal, and interpersonal communication skills
- Strong attention to detail, with a focus on organization and multitasking

This position will require frequent visits to active construction jobsites. The qualified individual for this role will need to move frequently throughout a construction jobsite with uneven terrain and in inclement weather. Some effort may be required in lifting or moving materials up to 50 lbs.

Competitive pay and benefits are offered, including 401k match. Warfel Construction Company is an equal opportunity employer.