

PROJECT MANAGER – JOB DESCRIPTION

NIBBI SUMMARY

Nibbi Brothers General Contractors is a dedicated team of construction professionals servicing our clients and community by building safely with integrity, innovation and quality. Our core markets include commercial, civic, seismic retrofits, historic restoration, waterfront structures, education, housing, hospitality, and community based facilities. Nibbi self-performs several scopes of work and has a structural concrete division. Nibbi Concrete partners with Nibbi's general contracting business, as well as other Bay Area General Contractors. Over 95% of our projects are negotiated, ranging in size up to \$150 million.

At Nibbi we provide dynamic career opportunities and mentoring for our employees. We encourage leadership training and continuing education at all levels. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect, and promoting a strong work / life balance. We continuously strive to recruit, develop, and retain the best talent.

POSITION SUMMARY

The Project Manager's primary responsibility is to manage, in collaboration with the Superintendent, the successful completion of assigned projects. The Project Manager is the lead for project financials, risk management, and client relations. Occasional travel is required. This position reports to the Project Executive.

ESSENTIAL FUNCTIONS

- Manage financials, risk management, and client relations of assigned projects from pre-construction to closeout.
- Ensure Nibbi's standards of safety and quality are adhered to by assertively championing Nibbi's safety culture to project team and subcontractors.
- Mentor and develop field team members while effectively managing the overall team.
- Work collaboratively with Superintendent, project team members, and field.
- Represent Nibbi in a professional manner.

RESPONSIBILITIES

- Manage the field and project team successfully and collaboratively.
- Establish and maintain positive and effective relationships with clients, Construction Managers, project team, consultants/architect/engineers, subcontractors, adjacent community, trade unions, and governmental agencies.
- Actively participate in project buy-out and formalizing subcontractors.
- Review all project documents, including project submittals, RFIs, and shop drawings, for completeness and accuracy.
- Collaborate with the Pre-Con department to write and ensure execution of all subcontracts and purchase orders.
- Assist Superintendent with initial project set-up including site logistics.
- Create and enforce a site-specific emergency action plan for assigned projects in collaboration with the Superintendent.
- Use project management and scheduling software consistently and accurately.

- Responsible for managing project financials, billings, and cost procedures.
- Responsible for the financial oversight of field labor.
- Conduct team meetings, owner/architect meetings, and safety audits.
- Produce project specific status job status review reports.
- Manage project closeout.
- Attend company and industry events including meetings, trainings, workshops, etc.
- Other related duties as assigned or needed.

QUALIFICATIONS

Degree in Construction Management, or related field, and minimum 3 years of experience as an Assistant Project Manager, or equivalent role, in the construction industry. Candidates must have a solid understanding of the construction industry, job site safety requirements, contract management, planning and scheduling, budgets, building products, and relevant technology. This position requires a high level of fluency reading plans, specifications, and related project documents. Key competencies are leadership, initiative, communication, teamwork, managing for results, and coaching & mentoring.

Technical Skills: ProCore, Tekla, On-Screen Take-off, Primavera P6, MS Office Suite.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of this job. While performing the duties of this job the employee may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes or airborne particles, exposure to dust and asphalt, and moving mechanical parts. There may be occasional exposure to toxic or caustic chemicals. Conditions can also include risk of electrical shock and risk of vibration. The noise level in the work environment can often be loud.

The Project Manager is regularly required to:

- Walk, climb stairs, sit, and stand.
- Talk and hear at normal levels.
- See with close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus.
- Reach with hands and arms.
- Use hands and fingers to operate tools and other business machines.
- Lift and/or move up to 50 lbs.

COMPENSATION & BENEFITS

Comprehensive medical, dental, and vision
 Flex plans
 Life insurance
 Supplemental insurance plans
 401K with employer matching
 Vehicle allowance

PTO
 Holidays
 Incentive compensation bonus
 Educational reimbursement
 Student loan repayment assistance

Nibbi Brothers is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status or any other personal characteristic protected by law. Employment decisions are made on the basis of qualifications, merit, and business need.