

Kaufman Lynn, Inc.
Job Duties and Responsibilities

PROJECT MANAGER

- Directly responsible for monitoring performance and accountability of Superintendent and Project Coordinator's activities on project.
- Generate primary schedule and weekly update process for baseline schedule
- Prepare subcontractor scopes.
- Contract negotiation and buy out.
- Accurate financial projections and reporting by required deadlines (usually around the 10th of each month).
- Oversee the notice and claim process (Owner and Sub).
- Oversee permitting requirements as required.
- Primary contact for Owner relations.
- Control of project costs.
- Submittal review.
- Overall site meeting management.
- Assist Superintendent with preparation for Sub meetings. Attend all Sub meetings.
- Prepare agenda and chair Owner meetings.
- Review sub and owner meeting minutes for accuracy prior to distribution.
- Process owner change orders in Expedition.
- Process subcontractor change orders and vendor purchase orders in Expedition.
- Review and approve (or adjust) all sub/supplier pay apps by the 25th of each month.
- Submit Owner Pay App to required parties by the 25th of each month.