



Over the last 35 years MUCKLEROY & FALLS has established itself as one of the most respected commercial construction companies in Fort Worth and Dallas. We are based in Fort Worth and looking for the right individual to help shape and grow our business for the future. Our vision is to become diverse and different by delivering high performing, clients centered solutions that are innovative and provide exceptional value. The relationships we enjoy with all stakeholders will continue to be strengthened because our people will be team oriented and experts in the built environment. We will be a strong corporate citizen with a focus on sustainability and community. Our culture is based on leadership that exists at all levels of the organization and is grounded in our relationships and teams. We are focused listeners and forward thinking. We believe that honesty builds trust and is the primary purpose of our character. We are committed to integrity and are dedicated to exceeding our clients' expectations. Our team members are dependable and diligent about a very high quality of work. The commitment to enhancing our clients and industry relationships is a key priority. We are confident, proactive and results oriented problem solvers. We go the extra mile and do whatever it takes with a responsive and friendly style. If you could see yourself contributing to our team in an environment like this we would really enjoy getting to know you.

Project Manager

General Role Description

This role is focused on customer service and will be responsible for all aspects of project management by working with insightful and proactive performance in mind as it relates to the success of the project for our clients, internal teammates, architects, engineers, specialty contractors and other stakeholders.

The position of Project Manager and Project Superintendent are considered of equal authority on a project, work in tandem and parallel, have overlapping responsibilities, and are intended to complement each other in various operational responsibilities on the project, and have shared bottom-line accountability.

Reporting to the Vice President of Operations, this position's purpose is to plan, schedule and coordinate all phases of a construction project, including job set-up, procurement, cost accounting, billings, and cost reporting, and operating as the liaison with owners, architects, consultants, subcontractors and suppliers.

Key Responsibilities

- Oversee performance, management and execution of projects from start to finish:
 - Project start-up activities
 - Project cost accounting



- Subcontractor negotiations
- Write project subcontracts and purchase orders
- Project administration work (submittals, RFI's, etc.)
- Prepare applications for payment
- Generate, track and update project schedules
- Scheduling & coordination of subcontractors
- Manage the project budget and performance
- Change order management
- Lead OAC project meetings
- Project compliance with company policies & procedures
- Development of subordinates

Core Competencies / Skill Sets

- Integrate into the culture and relate to our people
- Strong leadership skills
- Excellent communicator and team member
- Ability to determine clients concerns and issues and help manage and alleviate those concerns/issues
- Knowledge and experience with the project management process, procedures and the tools that facilitate it
- Enforce Company policies, procedures and performance standards
- Existing specific clients relationships
- Knowledge of and relationships with the local specialty contractor community
- Ability to work with operations to enhance existing clients relationships
- Desire to work with Business Development to pursue new clients
- Read and fully understand plans, specifications, details and construction documents
- Ability to handle multiple responsibilities and generate a quality work product in a deadline driven environment
- Knowledge and experience with different types of construction systems (pre- cast, cast-in-place, tilt wall, wood frame, steel frame, pre-engineered metal building, etc.)
- Proven track record of managing projects on time and on budget
- Understanding of project scheduling and completion sequence and ability to maintain that schedule throughout the project
- Ability to work with superintendents and estimators on conceptual budgeting and planning/scheduling
- Ability to identify critical path issues and potential pitfalls for project completion during pre-construction phase

Requirements

- 4 year bachelor's degree (or) commensurate experience in – construction science/management, construction engineering or



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architecture

- 5+ Years of experience managing commercial construction projects in the \$5M to \$30M+ project size range
- Proficient with appropriate software

Compensation

- Base Salary: based on experience level
- Bonus potential
- Vehicle allowance
- Health Care Benefits
- Retirement Benefits