
CONSTRUCTION MANAGER

Sheladia Associates is currently seeking an energetic, highly motivated, detail-oriented Construction Manager.

RESPONSIBILITIES:

- Will serve as the primary contact between the Construction Contractor and the Client PM.
- Will be responsible for the administration of the construction contract to ensure that the contract work is completed in accordance with the plans and specifications, required quality standards, the contract period and the contract price.
- Will be responsible for monitoring works of the prime contractor and sub-contractors to ensure that the work is performed in accordance with an agreed schedule and to ensure that support services from Client comply with the construction schedule.
- Will receive and resolve requests for information and clarification of the construction documents and also resolve field conditions that may/may not represent a change to the contract conditions.
- Will document and prepare all requests for changes, either from the Contractor or the PM, including any changes that may revise the contract price or period.
- Will supervise all field inspection and office staff.
- Will convene progress meetings, review overall and interim construction schedules and recommend measures to correct the schedule.
- Will ensure that field inspectors are familiar with the contract plans, specifications, Client procedures, and safety requirements. The CM will instruct the field inspectors in taking and recording quantities, checking and verifying layout, observing the work and maintaining daily reports. The CM will review specifications, procedures, and testing requirements with the field inspectors.
- Will coordinate between field inspectors and contractor superintendents to maintain coverage of the work being performed and testing being conducted.
- Will review the Inspector Daily Reports (IDRs) for accuracy and countersign the report.
- Will prepare a daily diary of project progress and events.
- Will confer with the inspector on non-conforming work and will determine with the Team leader when Non-Conformance Notices are to be issued to the contractor.
- Will respond professionally, timely, and courteously to the Client PM regarding concerns about the construction that originate from the public and are reported to the Client public information office.
- Will take reasonable steps to minimize the impacts of construction on the affected residents, pedestrians, travelers, businesses and institutions.
- Will verify quantities and check all payments for the work period for which payment is requested. Shall maintain a documented, comprehensive record of all quantities and payments made. This will include quantities and payments for any changes in the work. The record will include all supporting documents required for payment such as material certifications, reconciled material tickets, affidavits for payments to subcontractors and suppliers, insurance certificates and invoices for stored materials.
- Will monitor the quality of materials and work in place in order to confirm compliance with the specifications. This will include processing of shop drawings and other submittals, monitoring of all

testing, both on-site and off-site, observation of the work being installed and gathering of certifications, warranties and guarantees.

- Will record all non-conforming work, inform the contractor and completion of corrective action.

Minimum requirements:

- Bachelors' degree in architecture, engineering, construction management, or related field
- Minimum of 10 years demonstrated experience in managing large construction projects
- Ability to manage complex budgets and schedules
- Ability to work nights and weekends
- Sheladia Associates, Inc. offers a competitive salary along with an excellent benefits package.

How to Apply:

Applications should include a CV and cover letter. Successful candidates must be authorized to work in the US without sponsorship. This position is open until filled.

Please send CVs to jobs[at]sheladia.com -- include "Construction Manager" in the subject line.

Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.

Equal Opportunity and Affirmative Action Employer

#2020-DOM-024

Job Type: Full-time