



Summary

The Project Lead works with the Falkbuilt Team to manage projects at the local level, including coordinating client sites with Falkbuilt installation teams. The Project Lead is the central point of contact and ensures projects are completed on-time and on-budget and clients are happy.

The ideal candidate can juggle lots of balls, manage countless details and works well with others on the project team.

Job Responsibilities

- Provide on-site project management for Falkbuilt installation teams
- Coordinate project management activities with schedules for client, architects, engineers, designers, the factory, and state and local jurisdiction
- Point of contact and communicator for project including weekly and monthly reports with progress photos (we like lots of photos), identify issues before they happen and find solutions
- Work with clients to identify and define requirements, scope and objectives during preconstruction and construction. Lead value engineering efforts and propose alternative solutions with the project stakeholders.
- Attend bid walks as needed with Branch Lead. Capture information for bidding process
- Read and understand bid documents and specifications. Articulate important items and make recommendations for exclusions and inclusions
- Protect and maximize project profitability
- Preview and prepare project proposal / plans and contracts including time frame, funding margins, and procedures and scope of work for contracts
- Estimate installation of projects based on bid specs, with support from Falkbuilt HQ
- Coordinate project team to ensure timely coordination of submittals, RFI's and plan revisions
- Create and submit accurate Change Orders and Punch Item orders in a timely fashion
- Coordinate procurement schedules and provide takeoffs to purchasing to ensure accurate and timely delivery of materials
- Ensure quality standards and requirements are met on every project
- Manage the design approval process with all stakeholders
- Create and maintain project schedule using tools provided by Falkbuilt HQ
- Assess and develop relationships with subcontracted local Falkbuilt installation teams
- Assess and develop relationships with vendors that augment Falkbuilt solutions

Qualifications

- Personal qualities of integrity, credibility, and dedication to the mission of Falkbuilt
- Construction industry related project management skills and 2 plus years construction related experience
- Solid organizational skills, including multitasking and time-management
- Ability to communicate on a technical and professional level with project stakeholders
- Skilled at negotiating with clients and vendors
- Strong client-facing skills both written and verbal

- Ability to prepare and interpret flowcharts, schedules (including Gantt charts) and step-by-step action plans
- Ability to read and understand architectural and structural plans, as well as working knowledge of the local Building Code and Uniform Building Code (UBC)
- Hands-on experience with project management software and Microsoft Office Suite
- PMP, CMT or Project management certification is a plus
- Adaptable and willing to embrace new technologies to help improve the design and construction process

Working Conditions

- A positive hard-working corporate culture and identity
- Flexible working environment with the ability to work out of both locations (Chicago and Batavia) with some remote work.
- Limited physical requirements with occasional need to visit a client site to perform site verifications and field surveys.

Benefits

- SIMPLE IRA Retirement Match
- Health Insurance
- Holiday and Vacation PTO