

Project Manager

Skycastle Construction, LLC, is seeking a Project Coordinator (PM)

Based in downtown Boulder, Skycastle Construction has been delivering full-service general contracting and construction management services for residential and commercial projects since 2002. The majority of our work is in the Boulder County area, but includes projects in the Denver Metro area and all along the Colorado Front Range. The firm is known for high-quality custom homes on the cutting edge of green building. We offer a competitive compensation and benefits package and an opportunity for professional growth in a fast-paced, team-oriented environment. Position is for a full-time Independent Contractor for the first six months with the possibility of then transitioning to a FT salaried employee. Anticipated 30-40+ hours/week - both in the office and on job sites.

Essential Functions

- Review and understand bid scope and requirements thoroughly
- Gather and review proposals, plans, specifications and related documents to identify labor, equipment, material, subcontractor and time requirements for projects
- Develop and maintain relationships and collaborate with engineers, owners, regulatory entities, clients, subcontractors and vendors
- Work closely with our design/build team
- Conduct site visits prior to bidding
- Review contracts and identify tasks necessary to satisfy contractual requirements
- Solicit, review and analyze pricing from vendors and subcontractors
- Perform accurate quantity take-offs to quantify all scopes of work being bid on a project
- Prepare bid by analyzing labor, equipment, material, subcontractor and time requirements
- Track Change Orders, shop drawings, RFIs and addendums
- Review job cost/budget with Project Management team, highlight any vendors/subcontractors which may still need to be awarded
- Consistently follow up on submitted bids
- Upon award of project, coordinate with vendors and subcontractors for contracts and scheduling
- Prepare documents and schedule turn-over meetings to ensure that Project Managers and Superintendents understand the entire scope of work, budgets, productions, and schedules prior to the start of construction

Skills/Qualifications

- Preferred degree in Construction Management or relevant field and/or office experience
- 1-5 years of experience estimating custom residential and small to medium commercial projects
- Must be able to read and understand construction plans, geotechnical reports and specifications
- Basic proficiency in Bluebeam
- Experience with Buildertrend is a plus
- The ideal candidate will have a thorough understanding of residential construction projects including utilities, excavation, foundations, framing, MEP, fire suppression, insulation, drywall, trim, tile, etc.
- A general knowledge of building codes
- Knowledge of green building techniques, codes and products in Colorado
- Proficiency with using Excel for scheduling and estimating
- Ability to manage multiple bids and projects at the same time
- Ability to work under tight deadlines
- Highly responsibly and detail-oriented
- Strong computer skills, including all MS Office products and Bluebeam
- Excellent verbal and written communication skills
- Positive "will do" attitude and team player
- Reliable transportation is required for site visits

If employment is offered after the six month trial period, the benefit package includes the following:

Benefits

- 10 paid vacation days/year plus 1 per year worked
- 6 paid holidays(New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day)
- 5 sick days/year
- 401k: 4% matching (fully vested immediately)
- Free RTD Eco Pass
- Some paid continuing education (case-by case basis)
- Workers Compensation Insurance
- Profit sharing semi-annual performance bonus

Annual Salary Review/Performance Bonus/Profit sharing:

- There is an annual employee review each December at which time a performance increase in salary if merited, may be offered at the discretion of the President.
- Additionally, there are semi-annual Performance Bonuses (June and December)

Salary based on experience. Start date ASAP.

Please email your resume by responding to this job posting. No phone calls please.

Skycastle Construction, LLC, is an equal opportunity employer and a drug free company. All employees are subject to a background check and random drug testing.