



XEC, Inc.
11200 W 79th Street
Lenexa, KS 66214
913.563.4260

PROJECT MANAGER POSITION

XEC, Inc. is a national provider of Construction Manager at Risk, Construction Manager Agency, Design Build and General Contracting services. We are currently seeking experienced Project Managers for our growing project backlog with our national client base. The continued satisfaction of our clients is a top priority. Excellent client, A/E, and subcontractor/supplier relationship skills are a must.

JOB DESCRIPTION

Our Project Managers help plan, manage and execute all production and financial aspects of assigned projects. Projects consist of a wide range of commercial construction project types. Primary Responsibilities include:

CONTRACTING AND FINANCIAL RESPONSIBILITY

- Complete scope review and bid analysis, including award of subcontracts.
- Buyout and negotiate all subcontracted scopes of work and major equipment purchases.
- Write all Subcontractor Scopes of Work.
- Review and approve subcontractor and vendor invoices.
- Review and issue Subcontractor Change Orders.
- Assist Project Coordinator in obtaining Subcontractor Insurance Certificates as need.
- Prepare Change Order Requests to the Owner.
- Assist in the preparation of Applications of Payment to the client.

SCHEDULING

- Develop the project schedule and continue to update it throughout construction process.
- Identify the elements of project design and construction that could impact the schedule.
- Monitor the progress of the construction activities against the Project Schedule.
- Perform scheduled progress updates with the client regularly.
- Ensure that all construction activities progress according to published schedule.
- Review the Superintendents 3-Week Look Ahead Schedule weekly.

SAFETY

- Promotes a safe workplace and presents positive leadership in regard to Project Safety.
- Provides support and documentation forms to the Superintendent for Safety Meetings and Record Keeping.
- Investigates and documents any safety incidents or accidents on a project.

MEETINGS AND COMMUNICATION

- Conduct Pre-Construction Meetings at the kickoff of each project.
- Conduct weekly Progress Meetings with client and subcontractors.
- Make periodic Site Visits review the work and conduct Quality of Work inspections.

EDUCATION AND EXPERIENCE

Bachelor's degree in Construction Management, Engineering or related work history is required. Applicants with a minimum of 4 years General Contracting Project experience will be considered.

Good working knowledge of MS Windows, Word, Excel, Project and Outlook is required. Experience using Sage Timberline Project Management software is a plus.

COMPENSATION

XEC, Inc. offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays and SEP-IRA Plan with company match.

PLEASE SUBMIT RESUME TO INFO@XECCINC.COM