JOB DESCRIPTION: Project Development Manager

Responsibilities:

The Project Development Manager is responsible for the client’s needs during the predesign and preconstruction phases of their projects; overseeing all design issues and coordinating with estimating and project management departments on all design-build projects or projects where Lemartec has been contracted to provide preconstruction services. The Project Development Manager’s responsibilities include, but are not limited to:

- Network with customers, designers, engineers, in-house estimating department, subcontractors and suppliers
- Manage, review, and coordinate architectural/engineering projects and proposals developed in-house or by consultants
- Assist in the qualification of consultants used during pre-design and pre-construction services
- Assist in the preparation of project milestone schedules and cash-flow forecasts
- Provide VE analysis and options on impacts to project schedules and budgets
- Identify and coordinate any project required permits
- Understand MBE/WBE/DBE requirements
- Identify potential long lead or potential cost escalation items
- Collaborate with estimators on cost estimates, cost model and material comparisons, constructability reviews, and schedules with qualifications and assumptions
- Manage pre-construction coordination meetings and assist with bid analysis and reviews
- Participate with Business Development Dept in opening new opportunities in niche markets - locate and analyze project opportunities for growth of the company
- Visit and observe ongoing projects to further develop personal knowledge and offer technical assistance to the team
- Participate in the weekly project development team meetings to discuss project status, project resources, and other needs
- Serve as a resource for others in the department at times to fulfill their assignments

This position reports directly to the Director of Project Development.

Minimum Requirements:

- Bachelor’s degree in Architecture, Engineering, Construction Management, Business Administration, or equivalent experience.
- 5 Years of experience with project management, bid analysis, budgeting, writing scope of work, document interpretation, pricing on hard bid, design-build, and negotiated projects.
- Familiarity with local specifications and supplements to each and with reading blueprints and plans.
- Proficiency in planning, scheduling, and production, in Microsoft Project or equivalent software and in Microsoft Office suite of software-Excel/Word/Outlook etc also needed along with estimating software knowledge.

In addition to the above listed minimum requirements, candidates who poses the following skills, experience, and capabilities may receive greater consideration during the evaluation process:

- High degree of professionalism and strong work ethic
- Strong organizational, follow-through and communication skills – must be dependable, proactive and prompt
- Document Control Experience
- Multi-tasks and stay focused on the big picture while addressing daily issues

This is a Full Time position.

Lemartec Engineering and Construction offers competitive compensation and benefits packages. For more than three decades, our purpose has been to design and build the best solution for our client. As such, our values are driven by our client relationships in a manner that reflects honesty and integrity, and within a framework of detail-oriented professionalism and a commitment to quality and excellence. Our vision is simple; to be the premier design-build firm within the industries we serve. We are an equal opportunity employer and are a drug/smoke free workplace.

Please submit your resume directly via our online career portal at www.lemartec.com/careers highlighting direct experience, references and salary requirements or e-mail us at careers@lemartec.com