

BELLINGHAM MARINE INDUSTRIES
Job Description

Job Title: Entry-Level Project Manager, Construction
Reports To: General Manager
Prepared Date: August 6, 2020
Prepared By: Eric Noegel
FLSA Status: Non-Exempt
Work Schedule: Monday through Friday, overtime and weekends as required.
Approved Date: August 11, 2020
Approved By: Tina Jeffcoat
Fed. Job Cat.: Class 3

SUMMARY:

In the Entry-Level Project Manager, Construction position you will assist in project proposals, sales calls, and project management. Bellingham Marine will provide on-the-job training in marina planning, estimating, production and construction management. Engineering skills will be *preferred* for interpreting drawings and developing marina designs/layouts. Successful applicant will be required to pass a pre-employment drug screen and will be subject to an administrative criminal background check. Reliability for work schedule is crucial. Travel up and down the West Coast to project sites will be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops accurate material take-offs and requests pricing from suppliers and subcontractors with General Manager (GM) and Project Development Manager (PDM) to create accurate project estimates and proposals
- Ability to grasp technical concepts of products in order to accurately describe the products to potential customers and clients.
- Assists Project Manager in communicating and reviewing coordination of material orders, subcontractor, and supplier schedules with project teams.
- Tracks project costs and performance metrics against budgets to report on projects to GM and Project Manager (PM)
- Assists Operations Manager, Contract Administrator and Project Managers in creating and updating job files, and other administration duties.
- Assists Project Development Managers in technical writing, proposal development, estimating, submittals, and marketing.
- Actively participates in internal business meetings and presents ideas and/or concepts to promote and encourage company efficiency.
- Assists plant employees with the creation of concrete floating docks, including the creation of forms, casting, sub-assembly, and finishing.
- Assists Project Manager with freight and shipping for product delivery.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Graduate of engineering or construction management degree, or 2 years minimum of construction management experience, or equivalent combination of education and experience.

COMPUTER SKILLS:

To perform this job successfully, an individual should be proficient with MS Word, MS Excel, MS Outlook, and MS Project or other project scheduling software. Proficiency with computer aided drafting software is a plus.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret shop drawings, project schedules, general contract provisions or governmental regulations, general business periodicals, professional journals, technical procedures, and documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to read and interpret all types of blueprints and drawings. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, proportions, area, circumference, and volume.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions where at times only limited standardization exists. Ability to interpret an extensive variety of technical instructions in written, oral, mathematical, diagram, or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License AND satisfactory driving record required.

OTHER QUALIFICATIONS

Must be willing to travel to the various jobsites when required. Must be organized.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required two-thirds of the time to stand, walk, sit and talk or hear. The employee is occasionally required use hands to finger, handle, feel, type, and use computer mouse. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

While performing the duties of this job the employee is regularly required one-third of the time to stand and walk frequently; lift up to 50 pounds repetitively throughout the day; lift over 50 pounds using teamwork or machinery occasionally; push/pull constantly; climb occasionally; stoop/bend frequently; kneel/crouch frequently; reach below shoulder height constantly; handle items constantly; talk/hear between co-workers throughout the day; manipulate small tools.

The following equipment and machinery may be used in this position: hand tools; shovels; rakes; pry bars; drills; brooms; wrenches; grinders; wire cutters; trowels; concrete cutters; forklifts; loaders; concrete vibrators; sledgehammers; mallets.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL CONDITIONS:

While performing the duties of this job, the employee may occasionally be exposed to outside weather conditions that may be dusty, variant between direct sunshine and exposure to rain and/or wind, and employee will be required to be able to transition from working in an office setting to working outside at times. The noise intensity is moderate.

COMPETENCIES:

To perform this job successfully, an individual should demonstrate the following competencies:

PROBLEM SOLVING – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.

TECHNICAL SKILLS – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

CUSTOMER SERVICE – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

INTERPERSONAL SKILLS – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

ORAL COMMUNICATION – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

TEAMWORK – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

LEADERSHIP – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

QUALITY MANAGEMENT – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

ETHICS – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

PLANNING/ORGANIZING – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

PROFESSIONALISM – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

SAFETY AND SECURITY – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

ATTENDANCE/PUNCTUALITY – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

DEPENDABILITY – Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

COMPENSATION:

BMI offers a competitive compensation and benefits package. Compensation is dependent upon skills and experience.

Bellingham Marine is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex or age.

To request a reasonable accommodation please email hr@bellingham-marine.com.

Bellingham Marine is a Drug Free Work Place.