

## **CAREER OPPORTUNITY**

### **Senior Project Manager**

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*Southern California/ LA County Area*

#### **Overview**

HPL is a planning, program, project and construction management firm specializing in the delivery of High Performance Learning Environments throughout California. Our sole focus is to create amazing environments that measurably increase student performance. We accomplish this in a methodical and strategic manner, using specific building attributes that research has proven increase students' academic performance.

We are currently seeking an experienced Senior Project Manager to manage multiple K12 projects with values ranging from \$5K to \$200M. Candidate must be able to inspire and provoke a team environment amongst all stakeholders, exercising leadership and influence to attain the Client's Objectives.

The successful candidate will manage all construction activities, project procurement, control and scheduling. Ensure project scope, meeting minutes, job safety, quality assurance and change order requests are in compliance with contract documents. Monitoring, controlling and updating project schedules, owner contracts and construction contracts. Serve as a technical source of information on project plans, specifications, requests for information and shop drawings.

#### **Responsibilities**

Responsible for managing the Architect and sub-consultants throughout the design phase including:

1. Review and approval of all design phase documents
2. Review of project design schedule and budget

Responsible for managing the pre-construction phase including:

1. Constructability reviews and field evaluations
2. Prepares required Project Documents
3. Conducts pre-bid meetings and/or site walks
4. Bid evaluations and bid analysis

Manages all construction activities including:

1. Coordination of all construction activities with the Client and its representatives.
2. Monitor contractor's adherence to the Project Labor Agreement (PLA) which includes (prevailing wage codes, labor compliance and certified payroll)
3. Responsible for construction project meetings

4. Reviews and approves of all construction schedules, and schedule of values
5. Coordinates, supervises and directs staff and contractors to insure the project scope is built in full conformance with plans, specifications, schedule and costs.

Responsible for managing project contract documents including:

1. Required standard reports
2. RFIs (Request for Information)
3. PCOs (Proposed Change Orders)
4. Change Order processing and negotiations

Manages regular key communication with Client on project status, including those that deal with complex or technical issues.

**Qualifications:**

- BS or BA Degree in Construction Management, Architecture, Engineering, or a closely related field.
- Possession of a valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI) may be substituted for the required education.
- Minimum 10 years of progressive experience in project/construction management of facilities or school construction and familiarity with public contract code.
- Minimum 5 years of experience with DSA K12 school construction projects.
- Communicates clearly and effectively with the client and others.
- Responsive problem solver with excellent written and oral communication skills.
- Proficient in a Windows-based computer environment, with Microsoft Office Suite programs including Outlook, Word, PowerPoint, Project and Excel required. Knowledge of Construction Management software tools/ and or software required.
- Driver's license and personal vehicle is required.

*We offer Industry leading total compensation package which includes competitive base salary, great health benefits, 401k plan, generous bonus structure, as well as technical and management training programs.*

*HPL is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.*