



1021 Howard Ave., Suite D 650.591.0757 Phone codybrock.com
San Carlos, CA 94070 650.591.0756 Fax License #633971

JOB DESCRIPTION

Contact – Sandi Smith: hr@codybrock.com

TITLE: Project Manager – Commercial Construction – San Francisco Peninsula

About Cody|Brock

Cody|Brock is a San Francisco Bay Area-based mid-sized commercial contractor specializing in high quality, full-service construction. We are recognized throughout the Bay Area for our outstanding quality work, personal service, and dedication to our clients. We are currently looking for self-motivated, energetic, dedicated players to join our team.

Position Summary

This position requires experience in the areas of estimating, management, and commercial construction practices through direct involvement in all aspects of a commercial construction project from start to completion. The ideal candidate is motivated, organized, detail-oriented, possesses excellent communication skills, and is eager to grow within the industry. Due to our company size, all employees have the opportunity for immediate involvement and impact in every aspect of their position. A Project Manager may work on one large and/or multiple small projects at the same time. Typically, a Project Manager splits time working out of the main office in San Carlos, CA, and at the jobsite as necessary to meet project demands.

Essential Duties and Responsibilities

- Project management efforts:
 1. Coordinate and attend project meetings with Owners, Tenants, Architects, Engineers, and Consultants
 2. Maintain, update, and communicate job schedules and timelines to all parties involved in projects
 3. Generate, track and complete all necessary administrative requirements as necessary to support all aspects of a project
 4. Coordinate the permit process with city planning departments
 5. Negotiate contracts and oversee scheduling and quality control of all subcontractors
 6. Follow up on potential project leads
 7. Coordinate submittals and maintain shop drawings through project completion
 8. Coordinate the daily operations of each project with onsite superintendents
 9. Maintain compliance with recycling requirements for each project
 10. Completion of Change Orders and Billings
 11. Completion of Final Releases and final close-out of projects
- Company and Client Development:
 1. Develop and maintain relationships with current and new Cody|Brock clients
 2. Develop and enhance relationships with other industry professionals such as Real Estate Brokers, Developers, Property Owners and Property Managers
 3. Increase current Cody|Brock client base per company plan and projections
 4. Support marketing efforts to increase Cody|Brock recognition within the industry

Qualifications and Requirements

- Must have a minimum three years project management or related experience
- Degree in Construction Management, Mechanical Engineering, or Civil Engineering
- Proficient in the following computer programs: Microsoft Word, Microsoft Excel, Microsoft Outlook, Adobe Acrobat
- Knowledge of the following construction management software preferred: Sage-100, iSqFt, Plan Grid and scheduling software such as MS Project, Primavera or equivalent
- Participation in continuing education encouraged

Compensation

- Salary based on experience. Comprehensive benefits provided after a 90-day introductory period.