

# **K&K IRON WORKS**

## **Structural Steel and Misc. Metals Project Manager**

### **Job Summary:**

A Project Manager's responsibility is to oversee the project execution from; Design review, detailing, fabrication, installation, and project close out. This position requires the ideal candidate to possess excellent written, verbal, and organizational skills. In addition, this position requires interaction with clients, field personnel, detailers, subcontractors, and the project team during all stages of the project. It also requires familiarity with AISC and ASTM requirements. Knowledge of project management skills including scheduling, drawing submittals, change orders submittals, initiating RFI's, budgeting of projects, submitting pay applications, project coordination and planning is entailed. Candidates should possess the ability to manage multiple projects of various sizes and levels of complexity.

### **Experience and Skills:**

- Minimum 5 years Project Management experience.
- Experience with fabrication and installation of structural steel and miscellaneous metals
- High School Diploma (minimum).
- Associates or Bachelor's Degree preferred.
- Strong analytical, written, and verbal skills.
- Ability to prioritize and multi-task.
- Strong computer skills, including SDS/2, AutoCad, Fabtrol, Microsoft Office Suite

### **Project setup:**

- Review contract, design drawings, specifications, and bid documents.
- Provide purchasing agent with material lists for mill or warehouse orders.
- Generation of RFI's, Change Orders.
- Create schedule of values
- Evaluate project for potential cost impacts or savings.
- Develop project schedule by inputting scope, hours and durations into scheduling software. Update your team, customers, and schedule on a daily or as needed basis.
- Coordinate shop drawings with detailer.
- Ensure timely shop drawing submittals and approvals.
- Generation of project budgets into job costing software.
- Submitting pay applications, AIA G702/703, or invoicing as necessary.
- Communicate with the customer, inner office departments, shop, and field personnel.
- Site visits to review the progress of your job.
- Field measure or verification of dimensions as contractually required.

### **Benefits**

This is a full time permanent position with 401k, Health, Dental and Life Insurance offered, paid vacations and competitive salaries.

### **Disclaimer**

This job description is not all inclusive and may include other duties as assigned

Send Cover Letter, References, Salary History and Resume