



Annapolis area homeowners call Bohan Contracting when they want their home improvement projects done the right way. Our team of construction experts bring over 100 years of combined experience building, remodeling, and renovating homes around greater Annapolis. On every job we provide homeowners with honest pricing, outstanding communication, and a 100% project satisfaction guarantee.

We have an opening in **Annapolis, MD** for a **SENIOR PROJECT MANAGER** with experience in high-end and custom residential construction. We are seeking a knowledgeable team player who puts customer service and attention to detail first, works well with others, effectively communicates, and respects our process and values in order to get the job done. This full-time position reports directly to one of the owners of Bohan Contracting.

POSITION OVERVIEW

The Senior Project Manager is responsible for overseeing and coordinating all of the administrative aspects of one or more projects from permits through completion. This role requires having the confidence and ability to coordinate multiple details with various team members including the Customer, Designer, Carpenters, Vendors, & Contractors on a daily basis. The Senior Project Manager works with a dedicated field based Project Manager for each project (the primary contact for Bohan & Contractor teams, and County representatives) in order to allow the work to be performed correctly and expeditiously with the highest level of quality while managing budget and schedule expectations. The Senior Project Manager is responsible for Customer satisfaction, promotion of the Company's image & maintaining the highest level of ethics & standards.

POSITION RESPONSIBILITIES

- Review and thoroughly understand entire project scope with Site Supervisor
- Set up project binders and complete Process Checklist for job start & completion
- Coordinate ongoing communication with Site Supervisor, Customer, & Designer
- Manage progress meetings with Customer & Designer to review status & selections
- Inspect jobsite regularly for adherence to plan intent, quality standards, and schedule
- Schedule onsite meetings with Contractors to review project scope & schedule
- Promptly respond to inquiries and issues from team members

- Create & maintain Project Schedule and inform team of deadlines & changes
- Document & prepare pricing for Change Orders & Budget Adjustments
- Manage & update project budgets, changes, & cost to complete monthly
- Communicate labor hours for all work phases to Site Supervisor regularly
- Review and approve shop drawings and proposals from vendors
- Research product & selections information and provide cut sheets to Site Supervisors
- Complete materials takeoffs and schedule delivery of materials to site
- Schedule County inspections
- Review manpower needs on a weekly basis
- Setup Subcontractor agreements and assist interviewing new subcontractors
- Maintain digital & paper archive of all project related files and correspondence
- Perform end of job review meeting with internal team
- Approve and code invoices & review timesheets weekly
- Document construction with site progress photos periodically

POSITION REQUIREMENTS

- At least 5 years of experience managing high-end residential construction projects.
- Successful candidates will be experienced with understanding and managing project quality, schedule, and budget expectations.
- Extensive knowledge of high-end residential construction methods & materials.
- Proficient in using the Google Suite.
- Excellent written and verbal communication skills for clearly & effectively communicating with ProjectManagers, Contractors, Clients, and Designers.
- Ability to be a team player performing various production support tasks.
- Valid driver's license and reliable transportation.

COMPENSATION PACKAGE

Competitive base salary based experience, plus a monthly car, cell phone, and gas allowance. Bohan also offers a benefits package that includes a 100% employer paid health plan and three weeks of PTO.

