



The ESB Group, Inc

5855 U.S. Hwy 11
Springville, AL 35146
www.esbgroup.net

Project Manager: Construction PM for Audio / Video / Lighting:

- ESB is looking for individuals that know and understand construction and project management. ESB is a General Contractor and/or sub-contractor specializing in AVL design and integration. We are looking for someone who is creative, a good listener, well spoken, technical, and detailed.

Supervise / Coordinate:

- This Individual will coordinate all projects and the engineering team.

Education – Skills – Knowledge – Qualifications - Experience:

- Bachelor's degree in Construction Management, Engineering, or related field
- Minimum of 3 years of construction experience
- Experience managing all aspects of construction projects including architectural, civil, structural, mechanical, and electrical
- Working knowledge of different construction software
- Basic understanding of financial accounting systems
- Strong oral communication and interpersonal skills
- Technical writing skills
- Superior organizational skills
- Ability to multitask
- Willingness to travel and/or relocate, as both may be required

Technical Requirements of the Position:

- Proficiency in Microsoft Word & Microsoft Excel
- Proficiency in Microsoft Teams
- Optional Proficiency in Primavera P6 (or similar scheduling software/application)
- Optional: Proficiency in Timberline PJ (or similar project management software/application)
- Optional Proficiency in Viewpoint (or similar AP software/application)
- Working knowledge of Navisworks, Revit, AutoCAD, Sketch-up
- Mastery of Quantity Take-off & Subcontractor Solicitation to support estimating
- In-depth understanding of building components and trade sequencing
- Working knowledge of construction
- Working knowledge of contract language
- Basic understating of risk management

Essential Functions of the position:

- Develop project business plan
- Work with field management to generate job specific safety plan for the project
- Serve as the main point of contact for the Customer, GC, EC, Engineer and Architect
- Work with Pre-Construction and Field Super vision to identify and implement all contract deliverable, quality testing, and reporting requirements.
- Lead coordination of subcontractors

- Set up bonding and/or Subguard, change order log, and cost tracking for the project
- Set up project in PM software (E1, Prolog, Teams, other)
- Responsible for the project startup, including obtaining permits and license and managing jobsite mobilization
- Facilitate subcontractor pre-mobilization meeting
- Submittal process including Prioritize, review, and expedite submittals
- Coordinate the Engineer department workflow
- Expedite material deliveries according to the project schedule requirements
- Develop and administer subcontractor and purchase order change orders
- Review projections, labor reports, safety documents, and schedules monthly
- Review and approve material/equipment invoices according to the project budget
- Prepare payment requests and monitor collections
- Meet with city and state agencies to review project and inspections
- Attend OAC progress meetings and create monthly status reports
- Enter and update information in the project management software (job status reports, projections, change order, and RFI's)
- Manage and oversee job close out documentation and procedures (closeout documents, final job report, and final accounting)
- Dispute resolution
- Mentor and train assistant project managers and co-op/intern students

Insights about the opportunity:

- We have an amazing culture and we work hard to maintain the culture. ESB culture is one of giving, caring, and loving others
- Character, integrity, and morality are appreciated and encouraged.
- Dependability and honoring commitments
- Following work protocols to contribute to a consistent workflow
- This position will involve regional travel
- Project Management positions are not micro-managed; If you need a lot of direction / project executive management you will most likely not be successful in our environment.

About the ESB Group, Inc.:

- We design, engineer, and install audio, video, & theatrical lighting
- We are a commercial contractor (not residential): House of Worship (churches), Schools (K-12 and Higher Edu.), Venues (Places with large seating capacity), Corporate, and Government (Conference rooms +).
- ESB's Mission Statement: We provide clarity in sound and vision so the *WORD* can be communicated to the world.

What does the compensation look like:

- This is a full-time position.
- The position has a very competitive Salary range. Base salary is dependent on experience, credentials, and abilities.
- We offer health insurance, vacation time, sick time, and retirement (IRA).

How to Apply:

- Email your resume to: careers@esbgroup.net - Subject Line: Project Management career posting.
- www.esbgroup.net/careers