

Renovia Job Profile

Role/Title: Project Manager	Department: Production	Location: Indianapolis, IN
Reports To: Operations Manager	Date: November 20, 2018	

Company Overview

Renovia is in the construction field with a concentrated focus on coatings and repairs. Our passion lies in building relationships with customers to solve their problems. All projects begin with a foundation of respect and trust, which we embrace as an opportunity to prove our reliability and expertise. Success is measured in our ability to consistently deliver timely, professional, quality work that allows us to continue strengthening these relationships.

At Renovia, our painting expertise is the framework of our business, yet our goals are greater. We're dedicated to improving lives by providing lasting, positive impact in the communities we serve.

For further information on Renovia, check us out online at www.renovia.com
To apply for this position, please email your resume' to Mike Lantz at mlantz@renovia.com

Job Summary The Project Manager (PM) is responsible and accountable for coordinating and overseeing customer painting projects from the point of handoff through completion. The PM ensures the project is completed on time, within budget and with high customer satisfaction. This role carefully manages the information flow between internal business units such as Sales and Estimating as well as between the customer, vendors, contractors, and other external stakeholders.

Job Responsibilities

1. Participate in pre-construction call to determine customer expectations and forecast project timelines, costs and resource needs
2. Set project budget and negotiate costs throughout the course of the project
3. Write estimates
4. Release/approve contractor payments
5. Build project schedule
6. Coordinate all labor and materials for projects
7. Determine subcontractor scheduling based on job size and availability
8. Recruit resources and contractors as needed
9. Deliver Key Performance Indicator (KPI) outcomes that are aligned with the budget
10. Visit customer sites at the start of projects and through project duration to check progress, quality, safety and resolve conflicts; frequent travel outside of home-base city is required
11. Coordinate the use of swing stages, for projects that require them
12. Interface with customers and maintain continual communication throughout project
13. Collaborate with Sales Managers and Estimators as needed
14. Document communications with customers, vendors, contractors, etc.
15. Update metrics and complete reports within Salesforce
16. Participate in weekly company huddle and team meetings

Competencies/Skills Required

1. **Communication** (oral and written): Manage information flow and relationships between customers and between other business units; encourage and seek feedback, and be able to address and overcome issues as they arise.
2. **Adaptability**: Be flexible with changing customer and project needs, site and weather conditions, and work responsibilities.
3. **Detail Oriented**: Pursue quality in accomplishing tasks and managing projects by performing tasks thoroughly and carefully with few errors.
4. **Decision Making & Judgment**: Make timely, informed decisions that take into account facts, goals, constraints, and risks.
5. **Time/Self-Management**: Manage and prioritize own schedule and coordinate with customers and other resources to achieve goals and successful project completion.
6. **Collaboration and Teamwork**: Establish a working relationship with project stakeholders such as vendors, contractors, property managers and internal team members.
7. **Customer Focused**: Build and maintain customer relationships to achieve satisfaction throughout the project.
8. **Integrity and Ethics**: Earn others' trust and respect through consistent honesty and professionalism in all interactions.

Education/Knowledge/Requirements

- Previous experience in the paint or construction industries
- Experience with swing stage scaffolding is a plus
- Knowledge of web-based project management platforms
- Proficient in Excel or Microsoft Suite