



Position Title: Installation Project Manager / Installation Manager

Reports To: Field Operations Segment Manager

Job Purpose:

MillerClapperton is looking for a motivated and experienced Project Manager/Senior Project Manager to become our Installation Manager. The Installation Manager is the primary point of contact and manager of MillerClapperton's projects. The primary purpose of an Installation Manager is to successfully manage the installation of MillerClapperton's projects from the beginning of the installation cycle to project completion and to complete them at or under budget. Additional purposes include the responsibility to manage and mentor other employees in the Field Operations department. A fully capable individual who has a depth of knowledge in construction and our subcontracting business and is capable of handling multiple projects with minimal assistance.

Responsibilities Include (but are not limited to):

- Manage MillerClapperton's Field Installation team of employees including office personnel and field personnel such as; Project Coordinators, Administrative Assistants, Superintendents, Foremen, Installers & Laborers.
- Manage Installation Department Schedule, project(s) planning, and Manpower schedule.
- Coordinating with MillerClapperton's Superintendent(s) to source and assign installation crews to ensure a safe, timely, and cost-effective installation.
- Sourcing new labor services, Foremen, Installers and properly vetting them.
- Directly manage all aspects of the installation on assigned projects from installation start to Project Closeout.
- Have a thorough knowledge of all major project issues and priorities; prepare and submit monthly job status reports.
- Supervise and manage department team members; set goals and evaluate performance.
- Demonstrate MillerClapperton's safety culture by driving a safety-oriented approach to work.
- Assist with pre-construction efforts as needed.
- Review and manage assigned project's contracts, documentation and ensure that the scope of work, installation durations, and other items within MillerClapperton's control are properly represented and noted.
- Coordinate daily with installation crews to ensure that deadlines are met in accordance with the project schedule and with the quality that is expected.
- Coordinating with MillerClapperton Project Managers to ensure that the assigned project(s) schedule requirements can be met, track material delivery, and resolve project issues.
- Traveling to project job sites to attend meetings frequently.
- Manage extra work within the project's contractual requirements and submit internal invoices Project Managers to ensure that MillerClapperton is fairly compensated for all work performed on a project. This information will need to be prepared in conjunction with the Project Manager.

Requirements:

- Construction experience or previously employed with a commercial General Contractor is preferred.

- College or Technical School degree in architecture, engineering, or construction management experience.
- Background and experience in exterior cladding architecture, engineering, or construction is preferred.
- Must possess the ability to manage the demands of multiple active projects and multiple installation crews.
- Must demonstrate the aptitude to read and understand project specifications, architectural drawings, structural drawings, and installation drawings.
- Must demonstrate the aptitude to understand and check project installation drawings, fabrication drawings, and sheet metal flat patterns.
- Must be willing and able to collaborate, train, and mentor team members in the Field Operations department.
- Must demonstrate an aptitude to learn, understand, and teach construction sequencing, quality standards, and product limitations.
- Must demonstrate an aptitude to make decisions quickly and convey accurate information to installing subcontractors, Project Managers, MillerClapperton customers, and other MillerClapperton Segment Managers.
- Must be able to prioritize and complete multiple tasks that may vary in urgency between multiple projects and multiple segments within MillerClapperton.

Work Context:

- A high degree of accuracy, attention to detail, and exactness are extremely important in this position.
- Ability to work with a wide variety of MillerClapperton employees, installing subcontractors, customers, and personalities.
- Ability to manage stress and high-pressure situations.
- Excellent verbal and written communication skills are very important to communicate with employees and customers.
- Excellent time management and prioritization skills are necessary due to the demands of the position.
- Out of state travel by car or airplane will be required.
- On the job site training will be required.

Physical Demands:

- Exposure to typical construction work areas and job site terrain.
- Work on platforms, aerial lifts, and personnel hoists.