



Highmark Home Services is seeking a skilled and experienced **Project Manager**. Highmark Home Services Project Manager plays a crucial role in overseeing and managing construction projects for residential properties. They split time between the office and field to monitor construction projects. This role involves managing project timelines, budgets, resources, and communication with clients, insurance companies, and subcontractors to ensure successful and timely project completion while ensuring Highmark's standards and high-quality work. The Project Manager also plays a vital part in ensuring the efficient execution of projects while upholding safety standards, quality workmanship, and adherence to project specifications in the field during construction progress.

Pay: \$60K - \$80K + Bonuses

Responsibilities:

Team Management:

- Lead subcontractors and internal Highmark labor:
 - Consult with them and give advice and guidance.
 - Assist with any issues that arise regarding schedule, materials, and labor.
 - Participate in scheduled meetings.
- Manage subcontractors and internal Highmark Labor:
 - Communicate job expectations.
 - Manage on-site activities to meet job schedules.
- Responsible for subcontractors and internal Highmark labor:
 - Explain project scopes and ensure timely completion.
 - Explain responsibilities to internal Highmark labor and check in to ensure those responsibilities are being completed.
 - Quality Control of subcontractors and internal Highmark labor.

Project Management:

- Plan, coordinate, and oversee restoration projects from start to finish, ensuring they are completed on time, within scope, and budget.
- Conduct initial site assessments to determine the extent of damage and develop a comprehensive restoration plan.
- Contract Review
 - Review contract/scope with sales prior to job starts
 - Budget review
 - Ensure design is on track prior to starting project
 - Set expectations regarding budgets and timelines
- Schedule the work
 - Create contract schedule on Buildertrend.
 - Review schedule with job supervisor/design/labor
 - Notify Client/subcontractors/suppliers of initial start & delivery dates
 - Weekly updates of project schedule for Client/subcontractors/suppliers
 - Accurately forecast labor during the weekly labor meeting
 - Link subcontractors to Buildertrend schedule items
- Construction



- Obtain building permits
- Create purchase orders for subcontractors/suppliers (Use Project Coordinator)
- Update project budgets Bi-weekly to ensure accurate WIP
- Create change orders for clients and subcontractors
- Pricing for client selections & change orders
- Timely invoice approval
 - Buildertrend management (Use Project Coordinator)
 - Schedules
 - Selections
- Change orders
- Ensure draws and invoices are completed per the contract documents
- Manage punchlists per the process
- Manage warranty lists per the process

Client Communication:

- Serve as the primary point of contact for clients, providing regular updates on project status and addressing any concerns or questions.
- Ensure high levels of customer satisfaction through effective communication and prompt resolution of issues.

Team Coordination:

- Lead and manage a team of technicians and subcontractors, providing direction and support to ensure quality and efficiency.
- Schedule and supervise on-site work, ensuring adherence to safety standards and regulatory requirements.

Documentation and Reporting:

- Maintain detailed project documentation, including contracts, estimates, progress reports, and completion records.
- Prepare and submit reports to clients, insurance companies, and management as required.

Budget and Resource Management:

- Develop project budgets and ensure adherence to financial guidelines.
- Source and allocate resources, including labor, materials, and equipment, to meet project requirements.

Quality Assurance:

- Ensure all restoration work meets industry standards, company quality guidelines, and customer expectations.
- Conduct final inspections and obtain necessary approvals and signoffs upon project completion.
- Compliance and Safety:
 - Ensure all projects comply with local, state, and federal regulations, including environmental and safety standards.
 - Implement and enforce health and safety protocols to protect workers and clients.

Continuous Improvement:

- Stay current with industry trends, best practices, and emerging technologies in restoration.
- Identify opportunities for process improvements and implement changes to enhance efficiency and quality.

What Highmark Companies offers to you:



- Competitive Wage
- Company Vehicle + Fuel Card
- Health Insurance- Company pays 100% of employee premium
- Health Savings Account
- Dental
- Vision
- 401K + Company Matching
- Paid Holidays
- Paid Time off
- Profit Sharing
- Paid Employee Referral Program
- Great culture and team dynamic

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune in 2022 & 2023! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees. **Come see what it's like to be a part of a Top Workplace!**



Qualifications:

- Proven experience in project management.
- Strong knowledge of construction practices, building codes, and insurance processes.
- Proficiency in project management software and tools.
- Experience with project management software.
- Strong negotiation and conflict resolution skills.
- Ability to handle multiple projects simultaneously and prioritize tasks effectively.
- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Problem-solving and decision-making skills
- Attention to detail and a commitment to quality
- Leadership and team management capabilities
- Exemplify the 5 core values of Highmark: Trustworthy, Humble, Intentional, Driven & Wise
- Valid driver's license with a good driving record and ability to pass an MVR screening.
- Valid DOT Medical Card or the ability to obtain DOT Medical Card.
- Must pass a background check.