

# Commercial Senior Project Manager

The Commercial Glass Senior Project Manager is responsible for ensuring the successful execution of all assigned projects, from inception to completion. This role requires extensive knowledge of commercial glass installations, project management methodologies, and strong leadership skills. The Senior Project Manager will collaborate with cross-functional teams, clients, vendors, and subcontractors to ensure the successful execution of projects within budget, schedule, and quality requirements.

## Responsibilities:

### Project Planning and Execution:

- Responsible for the planning and coordination of commercial glass projects including budgeting, scheduling, and resource allocation. Oversee all the projects, submittal through approval, procurement, fabrication, and installation phases.
- Conduct site visits to assess project requirements, identify challenges, and develop effective project execution strategies.
- Collaborate implementation with architects, engineers, and clients to review project requirements and develop detailed project plans.
- Monitor project progress, ensure adherence to project timelines, and manage project risks and issues.

### Team Collaboration:

- Foster a collaborative and cohesive team environment, encouraging open communication and knowledge sharing.
- Coordinate with internal departments, subcontractors, and vendors to ensure timely delivery of materials and services.

### Stakeholder Management:

- Serve as the main point of contact for clients, maintaining regular communication and managing client expectations.
- Lead relationships with clients to clearly understand project requirements and make sure all expectations are defined and met by LG&M.
- Build and maintain effective relationships with customers by exceeding their requirements and expectations and promoting strategic partnerships. Is a thoughtful problem solver who adds value to the customer's projects.
- Conduct regular project meetings with stakeholders to provide updates, address concerns, and resolve issues.

### Cost Control and Budget Management:

- Prepare project budgets and estimates, ensuring accuracy and alignment with client requirements.

- Monitor project costs, identify cost-saving opportunities, and implement strategies to control project expenses.
- Review and approve project-related invoices, change orders, and purchase orders.

### **Quality Assurance and Compliance:**

- Ensure compliance with industry standards, building codes, safety regulations, and contractual obligations.
- Implement and enforce quality control measures to deliver high-quality commercial glass installations.
- Conduct inspections and quality audits to verify workmanship and compliance with project specifications.

### **Reporting and Documentation:**

- Prepare and present project status reports to management, highlighting key metrics, milestones, and risks.
- Maintain accurate project documentation, including contracts, change orders, RFIs, and project correspondence.

### **Qualifications:**

- Bachelor's degree in Construction Management, Engineering, or a related field or equivalent work experience.
- Proven experience (minimum of 8+ years) in managing commercial glass projects, including storefronts, curtain walls, glass facades, and glazing systems.
- Strong knowledge of commercial glass installation techniques, materials, and industry best practices.
- Demonstrated project management skills, including project planning, scheduling, and budgeting.
- Excellent leadership abilities, with experience in managing and leading teams.
- Effective communication and interpersonal skills to collaborate with stakeholders at all levels.
- Proficiency in project management software and tools.
- Knowledge of building codes, safety regulations, and quality standards applicable to commercial glass installations.
- Ability to travel to project sites as required.