



GREENFIRE
BUILDERS OF THE FUTURE

Project Development Manager Summary

Greenfire Management Services, LLC (GMS), was recently named one of the Southeastern Wisconsin's fastest growing firms. We are a Construction Management firm located in Wausau, Wisconsin. Founded in 2010, **Greenfire** is a wholly-owned company of the Potawatomi Business Development Corporation, the investment arm of the Forest County Potawatomi Community, and as such, maintains minority contractor status. We offer our employees a competitive benefit package, 401(k).

Greenfire Management Services, LLC is currently recruiting for a Project Development Manager for their office in Wausau, WI. The Project Development Manager is an integral part of the team, and responsible management of projects from project pursuit, through preconstruction, and into transition of projects to construction. The Project Development Manager for Greenfire reports to and is fully accountable to the Director of Preconstruction.

Duties & Responsibilities:

- Is responsible for project documentation during the preconstruction phase to provide clear direction to the project team and to reduce risk for Greenfire and the project team.
- Is responsible to work with the Director of Preconstruction to standardize procedures and documentation for the preconstruction phase of projects.
- Is responsible for the transition of project information and knowledge from the preconstruction to project management.
- Takeoffs must be complete, consistent, and accurate and understand where takeoff can be utilized for multiple systems.
- Understand all estimate components and be able to develop and input estimate component unit costs into estimating spreadsheets as well as understand components of and build construction system assemblies and develop and build assembly unit costs.
- Obtain subcontractor input for all estimates, provide comparison of subcontractor input to estimate, identify and assemble G.C.'s and project requirements related for estimates
- Understand critical cost/unit values, analyze and compare subcontractor budgets to GMS estimates. Be able to identify differences and adjust estimated costs or subcontractor budgets accordingly.
- Hard Bid Estimate Assembly includes being able to identify and act on all pre-bid project specific requirements, identify trades requiring bid solicitation. Assemble bid-day spreadsheet and manage bid day process and log historical data into database.
- Must understand construction sequencing and identify critical path items. Assemble project schedules and provide regular scheduled updates and direction to project team.
- Identify key players in subcontractor market and develop relationships with subcontractors and follow up with subcontractors to successfully obtain required bids and manage MEPFP coordination process.
- Participate in preconstruction meetings with clients, manage preconstruction process and understand project details sufficiently to be able to present all pertinent information to clients and obtain signed contract at or prior to Design Development level design documents.
- Organize and manage project kick off meetings.



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Education:

- Bachelor's degree in a related field or a minimum of ten years of experience in the construction industry with an extensive estimating and/or project management background.
- Knowledgeable of all the tools needed to:
 - Produce an accurate estimate or bid.
 - Manage Architectural, Structural, MEPFP, and Civil trade coordination.
- Knowledgeable in all aspects of construction including but not limited to scheduling, cost estimating, and project management.
- PC literate and able to utilize a computer with Microsoft Office.
- Valid Wisconsin driver's license.
- If operating a personal vehicle, must maintain insurance as required by Company policy.
- Mental capacity for spatial comprehension. The language is English. This position must have the ability to comprehend the design and construction management work the Company performs, read and interpret plans and specifications, and the ability to convey instructions in a clear manner to others within the Company.
- Ability to guide, direct and coordinate the work of multiple activities at the same time. Excellent organizational skills, ability to plan projects and jobs, prioritize work and meet deadlines. Must be a dynamic individual who is client-oriented while keeping the Company's interests in mind.
- Required to speak at meetings and convey the image of a dynamic company.
- Be current with new techniques, equipment, and technologies.
- Follows all company policies and procedures.
- Keeps work area in a neat, safe, clean hazard free condition.
- Must be able to pass background check and pre-employment drug tests and comply with company drug policies.

Working Conditions:

- The majority of the work is conducted in a climate-controlled environment.
- Regular meetings of clients, prospective clients, vendors, etc. may occur offsite, which will require driving in any and all types of weather.
- Physical requirements include sitting standing, and walking. The sitting includes PC efforts, meetings, reviewing drawings and calculator functions. Travel by car and airplane may be required in all types of weather.
- Work hours generally range from eight to ten hours per day, five days per week.
- Early AM, after hour, and weekend commitments may be necessary.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.