



Introduction

Schmidke Construction and Contracting, LLC has established itself as an ethical, values-based organization specializing in high-end custom construction projects for over 20 years. We take pride in our attention to detail and in having a long history of satisfied clients. Learn more at [SchmidkeConstruction.com](https://www.schmidkeconstruction.com).

Job Description **Project Manager II**

We offer a motivated, qualified candidate the opportunity to have a long-term career with advancement opportunities.

A Project Manager II, (PM2) is responsible to take ownership of each project and manage it as if it were his/her own home and money. The PM2 is the acting, point person and team leader for assigned projects on the job site and in back-office management. This role clears all obstacles and for the Foreman and subcontractors. The Project Manager II is also the primary point of contact for clients and ensures clear communications on all items that impact operations in the field. The Project Manager II is the confident leader of each project.

Specific Responsibilities

- Have thorough knowledge of what sets SCC apart from the rest of the market
- Thorough plan familiarization
- Estimating with software
- Manage subcontractors and vendors
- Establish spec sheets for bidding
- Manage the bidding process
- Build budget and finish schedule
- Build and manage the project schedule through punch list
- Coordinate client final plan approval meeting
- Onboard all subcontractors
- Generate and manage purchase orders and change orders
- Award work
- Understand contracts
- Manage budget throughout project
- Manage invoices
- Lead weekly site visits with Foreman
- Present weekly budget reviews with Owner
- Communicate end of week updates to clients



- Schedule job close out meeting with Office Manager
- Prepare final draw request
- Establish and coordinate the closing punch list with Foreman
- Confirm completion as defined by the contract with Foreman and Owner
- Understand and communicate any outstanding balances with clients
- Participate enthusiastically as a company leader and brand ambassador

Some tasks will be shared with the Office Manager and Owner, but ensuring completion and accuracy is the responsibility of the PM2.

Qualifications and Requirements

- Desire to over-communicate
- Ability to live out the mission, vision, and values of SCC
- Minimum 7 years in construction
- Minimum 3 years of project management experience
- Knowledge and understanding of the custom, residential homebuilding process
- Previous estimating and bidding experience
- Strong proficiency of estimating and management software, BuilderTrend, Blue beam, and Planswift a plus
- Thorough knowledge and understanding of accounts receivable and accounts payable
- Consistent work ethic and positive attitude
- Must be on time and have reliable transportation
- Proven strong communication skills

Flexible Benefits

- Employer-Matched Retirement Plan
- Health Benefits
- Holiday Pay
- Paid Time Off
- Bonus Structure
- Advancement Opportunities

To Apply

Send resume, salary requirements, and 3 professional references to info@SchmidkeConstruction.com