



<https://descotoinc.com/job/project-manager/>

## Project Manager

### Description

#### POSITION SUMMARY

Supervises, directs, and coordinates design and project management including direct liaison with the owner, designers, and contractors regarding cost, schedule, quality, safety, and contract administration. Can independently manage several small-to-medium projects (less than \$5 million) and/or a single large project of moderate complexity. Applicant must have construction experience and must understand building systems including mechanical, electrical, foundation and building envelope.

The Project Manager will be responsible for overseeing and managing the planning, design, and/or construction of capital projects for new construction as well as renovations for a variety of project types in the Public Safety market sectors. The position reports to the team's senior leadership (Senior Project Manager, Deputy Project Director, Project Director). In each case, the Project Manager will serve as the primary point person advising the client's Project Director with respect to managing teams of professionals through the planning, design, procurement, construction and closeout phases.

This position will require a combination of remote work, on-site facility assessments, end-user meetings and on-site construction management of general contractors and subcontractors. The successful candidate will be required to have a valid driver's license and vehicle to conduct local site observations visits. Travel is limited to within the Chicago metropolitan area.

### Responsibilities

#### POSITION FUNCTIONS, DUTIES, AND RESPONSIBILITIES

##### Design Management and Preconstruction:

- Develop project-specific preliminary construction phasing, constructability, and work plans;
- Prepare total project budget and schedule in order to ensure approval by owner-client;
- Develop project schedule identifying project milestones and critical path to be provided to all members of the project team;
- Manage design consultants through all design deliverable milestones, including submissions and review by all stakeholders;
- Engage and manage all project consultants/contractors (environmental, geotechnical, survey, material testing, architect etc.) to ensure project complies with contractual requirements.

##### Cost Management:

- Monitors project costs during all project phases with limited supervision.
- Prepares and/or reviews cost estimates with limited supervision for construction costs and related soft costs including Architectural and Engineering fees.
- Understands the contractor billing and change order processes, reviewing these documents with limited help from supervisor. Familiarity with AIA Form G702-3 is desired.
- Tracks budgets, contracts, change orders and invoices and produces reports using integrated database software. Familiarity with AIA Form G701 is desired.
- Firm understanding of project cash flows and ability to forecast project costs for the life of the project

### Hiring organization

d'Escoto Inc

### Employment Type

Full-time

### Job Location

55 W Van Buren St, Chicago, IL 60605

### Base Salary

\$ 90,000 - \$ 160,000

### Date posted

March 3, 2026

**Schedule Management:**

- Understands the project schedule and works to ensure on-time completion from design and construction team.
- Creates critical path method schedules using scheduling software such Primavera P6, MS Project or similar.
- Takes initiative when schedule concerns arise to work with project team and Sr. Project Mgr. correct. Prepares recovery schedules to get work back on track.

**Quality Management:**

- Assures selection of materials and products in specification conform to quality requirements and applicable standards set forth by owner.
- Performs design and document reviews to ensure construction details are quality-focused and documents are complete, with coordination among disciplines.
  
- Performs field inspections during construction process to ensure design intent and specifications are being met.

**Procurement and Contract Administration:**

- Assists the owner with preparation of front end and scope documents suitable for public bidding.
- Ability to meet with client and end users and develop comprehensive scopes of work for a given project
- Manages public bidding process, evaluates bids and prepares recommendations for award.
- Actively participates in all project meetings, addresses issues for resolution.
- Reviews proposed change orders for need and accuracy.
- Reviews pay applications for completion, costs and required documentation.
- Manages the project closeout process.
- Works with governmental agencies to obtain proper permits, inspections, and occupancy certificates.
- Lead and coordinate weekly project progress meetings with the project team; ensuring all project components are progressing according to execution plan.
- Prepare and distribute accurate, timely meeting minutes and action items.
- Prepare and present monthly project reports that address scope, budget, schedule user concerns, risks, and risk mitigations.
- Facilitate project closeout including punch list creation, end-user training, end-user acceptance, ensure all closeout documents are received and transmitted to the appropriate parties.

**Client Relations, Business Development, and Communication:**

- Maintains relationship with client on an ongoing basis to enhance client satisfaction.
- Communication is key in this role. The Project Manager is expected to:
  - Have continuous communication availability with the ARA JV Leadership Team during normal business hours using Microsoft Teams messaging, email, and phone/text messaging.
  - Professionally and proactively communicate with clients, both internal and external – with an emphasis on keeping clients and stakeholders apprised of progress, issues, and resolutions in a timely manner.
- Documentation is another significant activity in this role. The successful candidate should plan for approximately 50% of this role's time commitment to be in tracking and reporting on project-related tasks.

**Qualifications****POSITION REQUIREMENTS**

- Bachelor's degree in Engineering, Architecture, Construction Management, or

related field

- 5-8 Years or more of progressive responsibility managing the design and construction of commercial and institutional buildings, both new construction and renovations.
- Ability to travel to client sites for site inspection and project oversight. Valid driver's license and vehicle to conduct local site observations visits.
- Proficiency in the use of Microsoft Office products, Adobe Acrobat and Bluebeam.
- The ability to use or learn various types of design/project management software such as: AutoCAD, BIM, Primavera 6, Procore and program management information systems such as e-Builder preferred.
- Excellent organizational, analytical, written, and verbal communication skills
- This position may require the candidate to make site observation visits within secure and restricted facilities. Candidate must be able to satisfy the client's background and security clearances.
- OSHA 30 Construction Safety Certification preferred.
- PMP or CCM Certification preferred.
- A central component of this role is proactively shepherding the project delivery through numerous project steps and processes.

## **Job Benefits**

### **COMPENSATION & BENEFITS**

- Competitive base pay (\$90,000 to \$160,000 per year)

The exact starting compensation to be offered will be determined at the time of selecting an applicant for hire, in which a wide range of factors will be considered, including but not limited to, skillset, years of applicable experience, education, credentials and licensure, as applicable.

- Medical, dental, and vision coverage plan options
- Company paid life insurance and short-term/long-term disability
- 401k plan with and employer safe harbor match
- Paid time off
- Paid company holidays
- Professional development assistance, licensure, and professional membership reimbursement
- Pre-tax commuter benefit
- Voluntary life and accident insurance
- Voluntary Critical Illness, Accident and Hospital Indemnity insurance
- Pet Insurance
- Identity Theft Protection