

Job Title:

Project Manager

Reports To:

Operations Manager

Position Summary:

The Project Manager at Proline Parking Lot Maintenance, Inc. plays a critical role in supporting the day-to-day operations. The Project Manager will support the Operations Manager and Operations Crews to produce quality results and uphold safety standards. This includes In-House and Sub-Contracted project execution, monitoring production rates and margins, pre deployment preparation, post deployment cleaning procedures, product inventory supply accountability and all project related logistics. This position will ensure that Pavement Maintenance Operators (PMO's) are escalating the scope of work in an efficient manner aimed at achieving a 5-star Google review, encouraging PMO's to operate independently with proficiency and ensuring a project scope of work is executed for invoicing. The Project Manager shall conduct themselves in a professional manner, will lead by setting the example based on Proline Core Values. Perform as a brand ambassador in support of the Proline social media and marketing efforts.

Key Responsibilities:**Operations Support**

- Assist the Operations Manager in project planning, scheduling support, role and responsibility assignments, Basecamp project tasking, project debriefs and any project related logistics or reporting.
- Monitoring PMO labor allocation relating to project production rates to ensure projects are completed within expected sales estimates.
- Provide accurate reporting of PMO labor and project production data for reporting of profitability or loss.
- Focused on creating a great client experience. Shall provide real time communication updates to the client with professionally scripted messaging and imaging.
- Ensure a quality result with sub contractor projects. This will be executed by providing clear scope of work expectations to the sub contractor crew lead and crew members. This will be accomplished by providing Work Order descriptions and imaging to sub-contractors. Providing labor may be required to gain alignment.
- Inventory management for tools, equipment, rentals equipment, products, materials and ensuring timely reordering and availability for use.
- Assist in completing any and all tasks related to pavement maintenance as directed by Operations Manager.

Team Leadership

- Reports to work on time, professionally dressed in uniform, always ready to execute,
- Must be willing to work long hours and stay late to accomplish the mission.
- Must set the example by displaying a work ethic that exceeds the crew's level of performance.
- Must study, consume and train in leadership development.
- Must inspect and expect a 5-star Google worthy result for all projects.
- Provide on-site support, guidance, and conflict resolution when required.

Quality Control

- Conduct quality control inspections to ensure work adheres to a quality that would render a 5-star Google review.
- Immediately address and resolve customer concerns or complaints in a professional manner.

Administrative Duties

- Maintain accurate project usage reporting, project profit and loss reporting, product usage rates, equipment maintenance reporting, project and client messaging and internal operational basecamp communication.
- Assist in carrying out all digital information inputs and requests from the Operations Manager. This includes, but is not limited to: email, Basecamp input, Workforce (Quickbooks) scheduling and any other project management software or software that is required.
- Assist in preparing reports for Proline Leadership or to the Operations Crews, data aimed at operational performance improvements.
- Support the Operations Manager in enforcing company policies and procedures.

Safety and Compliance

- Promote a culture of safety by ensuring all employees follow OSHA standards and company-specific safety policies.
- Identify potential hazards and recommend corrective actions.

Qualifications:

- Must be 18 years of age or older (due to insurance and liability requirements)
- Must have a valid driver's license (for driving company trucks, trailers, and machinery)
- Clean driving record required (for insurance purposes) and be eligible to drive company vehicles
- Eligibility is based on driving history(NCDMV) and company insurance provider.

Education and Experience

- Proven experience in Project Management or a related role, preferably in construction, maintenance, or similar industries.
- OSHA 10 Certification (required) – If a candidate does not have OSHA 10 certification, certification is to be completed and obtained within 90 days of position acceptance.

Skills and Competencies

- Grit - the ability to persevere regardless of the obstacles.
- Multitasking while under pressure to meet a production goal.
- Display a professional and confident demeanor at all times.
- Excellent communication and interpersonal skills to effectively collaborate with Proline members and clients..
- Proficiency in Google Suite (Docs, Forms, Sheets, etc) and scheduling softwares.
- Math Skills which include addition, subtraction, division, percentiles, ratio's, fractions and decimals.
- Quickly build familiarity with equipment and materials required for parking lot maintenance.

Project Manager Mission

- To lead Proline field operations by setting the example with an undeniable aggressive work ethic, ensuring every pavement maintenance project is executed safely, profitably, and to a 5-star Google standard. Empowering teams to operate independently, reinforcing Proline's Core Values, and maintaining client trust through clear communication..