

MAMMOTH

S P O R T S C O N S T R U C T I O N

PROJECT MANAGER - CONSTRUCTION

Mammoth Sports Construction is seeking a Project Manager with a minimum of 5 to 7 years of commercial construction experience. The Project Manager is responsible for the administrative and technical supervision of construction projects. This individual functions as the lead representative for the project and manages the project from start to finish.

ABOUT MAMMOTH SPORTS CONSTRUCTION

Mammoth Sports Construction is a full-service, turnkey sports company for schools and athletic complexes that can help design, budget, fundraise and build the projects of our partner's dreams. Mammoth offers complete design-build services and is respected nationally as an industry leader with projects completed at the highest levels of sports, including the NFL, Big 10 Conference, Northern Sun Conference, Big 12 Conference, MIAA Conference, Southeastern Conference, Heart of America Athletic Conference and many others nationwide. Mammoth is a family owned and operated company with the corporate headquarters located in Meriden, Kansas, and an additional office opening this summer in Sioux Falls, South Dakota.

JOB LOCATION: Meriden, KS

SALARY: TBD Based on Qualifications + Benefits

RESPONSIBILITIES:

- Supervise all activities related to contract administration, change orders, submittals, procurement and schedule.
- Establishing and managing the administrative requirements of projects.
- Have thorough knowledge of the company's contracts and understanding of all parties involved.
- Reviewing, understanding and complying with all contract requirements between owner and contractor, contractor and subcontractors.
- Secure all required permits and verify insurance coverage for subcontractors.
- Schedule and facilitate all project meetings required to successfully coordinate work activity.
- Supervise and manage project team members.
- Reviewing and understanding the project estimate and developing and managing cost control and document control procedures.
- Total project delivery, including project costs, scheduling, client relationships and profitability.
- Regular project cost updates, contract buy-out updates, and estimate cost to completion reports.
- Submitting timely and accurate progress billings and ensuring timely collection of funds from the project owner.
- Have thorough knowledge of all major project issues and priorities. Prepare and submit monthly job status reports.
- Provide general administrative and technical leadership for the project. Maintain all project records and monitor correspondence.



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(RESPONSIBILITIES continued)

- Develop and maintain positive working relationships with counterparts at owner and engineering firms.
- Participate in proposals and presentations.
- Timely project close-out.

REQUIRED SKILLS/ABILITIES:

- Experience managing large-scale projects successfully from start to finish.
- Skilled at negotiating and developing relationships with owners and subcontractors.
- Demonstrated leadership abilities along with an open and willing attitude and eagerness to learn.
- Demonstrated ability to lead and motivate a team. Minimum 2 years supervisory experience.
- Outstanding communication skills verbal and written.
- Ability to establish collaborative relationships with internal as well as external stakeholders.
- Excellent technical skills. Proficient in reading, understanding and applying blueprints and job specifications utilizing various software.
- Strong work ethic and ability to work in a fast-paced environment.

EDUCATION & EXPERIENCE:

- Bachelor's degree preferably in Building Construction Science, Construction Management, Construction Technology or related area.
- Preferably 5 to 7 years of experience, ideally gained within a commercial general contractor in an estimator, project engineer or other relative position, but will consider recent graduates.

