



6799 Kennedy Road, Unit F, Warrenton, VA 20187
ph 540-347-5001 fax 540-347-5021
www.downeyscott.com

Project Manager

Northern Virginia Community College

~ **Full-Time Position** ~ **DOWNEY & SCOTT, LLC** Construction Management Services is seeking a highly motivated individual to join our team of professionals in delivering critical construction support services for our clients. The position will provide Project Management services to Northern Virginia Community College.

NVCC Non-Capital Projects is responsible for implementing all non-capital construction projects, from design through construction to occupancy. The Non-Capital Projects team is committed to delivering projects successfully, professionally, and collaboratively while keeping customer satisfaction a priority and serving in the best interest of the College.

- Non-capital projects range from \$1,000 – \$1,000,000 of total project cost.
- The project types include small remodeling, renovations and modifications of existing buildings, and complex campus facilities upgrades or updates.

GENERAL DESCRIPTION OF POSITION:

To serve as the Project Manager for non-capital construction projects and other projects as assigned at NVCC campuses. Ensure that all non-capital construction projects are accomplished fully, correctly, on time and on budget, and in accordance with Building Code and other requirements. The ideal candidate will have a solid background in public sector / commercial construction management, engineering, or architecture with the following:

- Experience: 5-10 years of construction field experience on various building projects
- Engineering or Architecture Degree
- Design, Procurement, and Construction phase experience
- Ability to lead simultaneous projects and manage resources
- Ability to think strategically, plan, and problem solve
- Ability to read and interpret plans, specifications and enforce contract documents
- Excellent communication skills, keen attention to detail, quality control, and demonstrated organizational skills



6799 Kennedy Road, Unit F, Warrenton, VA 20187
ph 540-347-5001 fax 540-347-5021
www.downeyscott.com

- Participate in construction progress meetings, perform onsite observations and reports
- Ability to think strategically, plan, problem-solve and collaborate with project team members
- Proficient in Microsoft Word, Outlook, Microsoft Project, and Excel
- Valid State Driver's License with insurable driving record
- Considerable knowledge of various construction trades and building codes
- Ability to maintain harmonious relationships with fellow project team members
- Ability to identify deficiencies in building components through visual inspection and description of operational problems
- Demonstrated ability to communicate orally and in writing

RESPONSIBILITIES INCLUDE:

- Preparing budgets and cost estimates, along with work timetables
- Managing projects through all phases of design and construction
- Perform cost and risk management consulting services
- Perform project record-keeping, daily reports, and related documentation
- Prepare documents/reports and assist in periodic client updates and progress reports
- Perform quality control onsite
- Analyze and interpret contract documents
- Build and maintain client relationships

We offer a competitive salary and a generous benefits package, including medical insurance and 401k retirement savings program. The firm strongly believes in providing opportunities for both personal and professional growth. To be considered, submit your resume with a brief summary of your qualification and salary requirements. **DOWNEY & SCOTT, LLC** is an equal opportunity employer.

~ **Email resume to:** info@downeyscott.com

~ **Visit our website:** www.downeyscott.com

~ **For questions call:** **540-347-5001**