



**SHELTAIR**  
***Job Description***

**TITLE:** Sr. Construction Project Manager

**REPORTS TO:** VP of Development and Construction

**LOCATION:** Fort Lauderdale, FL

**FLSA STATUS:** Exempt

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**POSITION SUMMARY:** The Sr. Construction Project Manager will be a key member of Sheltair's Construction department reporting directly to the Vice President of Development and Construction. In this role the Sr. Construction Project Manager will be responsible for all aspects of project management for design and construction projects within the Sheltair portfolio.

This position will closely manage external contractors, consultants, and vendors throughout the lifecycle of a project. Oversight of consultant performance is critical as is the ability to travel to job sites frequently. This position involves direct contact with both internal and external parties and customers. This candidate must have a professional demeanor and ability to communicate effectively with business partners at every level, including senior management.

The ideal candidate is a highly responsible, accountable, and detail-oriented construction project manager who can oversee multiple simultaneous projects, maintain positive relationships and rapport with outside consultants and in-house clients, solve problems effectively and diplomatically, and strictly manage all phases of projects including, but not limited to project planning, scheduling, budgeting, record keeping, and implementation. This individual must be well respected in the industry, possess a high level of integrity and sound judgement with the ability to maintain strict confidentiality of Sheltair's financial and proprietary information.

This position will require travel, and will be eligible for a car allowance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Working in tandem with other members of the Construction team, the Sheltair Properties team, the Sheltair FBO organization, and the company's tenants the Sr. Construction Project Manager will:
  - Manage and execute all phases of design and construction projects
  - Develop accurate pre-construction cost estimates for the company to use for planning, budgeting, and business decision calculations
  - Develop, maintain, and continuously update accurate, comprehensive project budgets
  - Develop, maintain, and continuously update accurate project schedules
  - Visit project sites frequently to conduct inspections and ensure work is proceeding in accordance with the schedule, the approved construction documents, and in accordance with the approved project budget
  - Hold meetings with architects, engineers, contractors, and consultants to ensure proper project coordination and progress including, but not limited to, project kick-off meetings, regular site OAC meetings, and project close-out coordination meetings
  - Continuously oversee the performance of architects, engineers, contractors and other consultants working on design and construction projects to ensure a high level of quality and safety
  - Maintain responsibility and accountability for project management, including but not limited to budget, schedule, and quality



- Administer all requests for changes in scope, time, and cost to minimize or entirely mitigate any time, cost, and quality impacts to projects
- Oversee and monitor the applications and approvals for all authorities having jurisdiction
- Review and approve all project invoices and Applications for Payment to confirm percentage completion, accuracy, and completeness
- Coordinate and perform punchlist inspections with contractors, design consultants, representatives from the Properties team, representatives from the FBO, and tenants as required
- Ensure that all projects are performed in compliance with any airport and landlord requirements
- Update the department's project management technology tool, Wrike, on a daily basis
- Update the department's project status report on a weekly basis
- Ensure that all project records and documents are saved and maintained electronically
- Coordinate closely with the Properties and Maintenance team to ensure there is no project scope gap and that accurate communication and information sharing occurs
- Understand and adhere to departmental and company policies and procedures
- Assist in other tasks as required to support the organization in the successful execution of projects

#### **QUALIFICATIONS/SKILLS/ABILITIES:**

- Construction and design technical know-how and the ability to communicate and negotiate effectively with architects, engineers, contractors, and other related consultants
- Proven ability to establish and maintain project schedules and budgets, and being responsible for overall project delivery
- Experience participating in conceptual planning, design development and collaboration to value engineer construction methods to reduce time and cost
- Experience negotiating commercial contracts and managing General Contractors
- Strong, effective, and diplomatic problem solving skills
- An understanding of AIA contracts and agreements for design consultants and contractors and the ability to determine and administer the requirements of said contracts and agreements
- An understanding of building codes and the functionality of multiple jurisdictional authorities
- Excellent technical skills including, but not limited to the use of MS Office, Word, Excel, Project and Outlook, Dropbox, Wrike, and other web-based support software and applications
- Strong mathematical skills
- Strong written and verbal communication skills, including the ability to interact effectively with all levels throughout the Company as well as with the Company's clients, consultants, and tenants
- Strong data analysis, problem solving, and project management skills with the ability to use data, metrics, and experience to back up assumptions and recommendations
- Ability to travel to project sites regularly and maintain telephonic and electronic connectivity without disruption in work deliverables
- Ability to work with technical and non-technical business partners to overcome obstacles and deliver results
- Proven ability to communicate with and present to corporate executives
- Exceptional team player with integrity, confidence, and composure

#### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree. Preference to degrees in Construction Management, Engineering, or related field.
- 8+ years' experience managing commercial construction projects, preferably within the aviation industry and/or with pre-engineered metal buildings demonstrating progressive responsibility and growth within the industry



- Demonstrable experience managing multiple construction projects with the ability to effectively influence, negotiate, and communicate with business partners, consultants, and contractors
- Experience working with a General Contractor in the industry preferred
- OSHA training or certification preferred

ALL APPLICANTS SHOULD APPLY AT <https://sheltairaviation.com/contact/employment/>

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