LOMBARDO DIAMOND CORE DRILLING, INC.

POSITION DESCRIPTION

Position : Contract / Project Manager

Reports To: VP/GM

Effective Date: 8/31/15 Revised Position Summary 1/16/2020

POSITION SUMMARY

The Contract/Project Manager plans and facilitates the execution of awarded projects and maintains successful relationships between Lombardo and its customers. They are responsible for maintaining accurate records on projects including project set up, schedules and tracking costs from pre-construction to post-construction phase. This position will share key responsibilities within the Sales Department, assisting all personnel with proposal and billing related concerns. The Contract/Project Manager will manage all contract related reports, and programs from receipt to final billing and filing. The efforts of the Contract/Project manager are key to the success of the company.

Functional Responsibilities Include:

- Process all subcontract documents and purchase orders for awarded projects.
    - Log, scan, track and set up contract job folders
    - Identify and confirm scope and price accuracy.
    - Identify contract language not within company standards of acceptability and negotiate change with contractors.
    - Process and issue insurance certificates and requirements. OCIP, CCIP etc.
    - Identify certified payroll jobs and notify payroll clerk.
    - Send prelien info to A/P clerk
    - Project set up, works with admin to prepare all required documentation and files
    - Prepare contract job budgets for Operations Manager.
    - Prepare for execution, send out, track return of fully executed contract, and file.

- Manage the daily details of projects, including purchases, subcontracting, changes and coordination of office and field activities during the construction period.
- Manage all subcontract cost to budget results.
- Provide cost break downs to customer when required.
- Submit and track all contract change orders.
- Manage daily T&M work orders and price for invoicing.
- Manage daily invoicing of contract and T&M work orders.
- Manage contract project schedule of values.
- Manage monthly contract payment applications.

- Manage all contract work job folders.
- Manage all billing issues in a timely manner.
- Manage billing batch tables in a timely manner.

MEASURE OF RESPONSIBILITY

FINANCIAL RESPONSIBILITY

This position has a significant impact on the company's profitability.

POSITION COMPLEXITY

This position requires knowledge of construction industry standard subcontracts, American Contractor accounting and estimating programs, Cen-Point, Microsoft excel and word programs, and blue print reading. This position requires exceptional organizational skills and excellent communications skills. The Contract/Project Manager should be familiar with construction contracts, retention terms, insurance requirements, OCIP, CCIP, self-insured programs and contract labor compliance documents.

Additionally, this position must be familiar with Lombardo's billing procedures; collections procedures; dispatching procedures; Estimators' routines; Operations Manager routines.

The Contract/Administrator position is exposed to sensitive and/or proprietary information, and must use appropriate discretion to protect that information. Because many functions happen at regular intervals or specific times of the month, this position requires good organization and planning skills.

POSITION RESPONSIBILITIES

PRINCIPLE DUTIES - List in order of importance the main duties of this position. In the right-hand column indicate the approximate amount of time, as a percent of total work time, spent on each specific duty or combination of duties. Combine any duties that constitute less than 10% of total work time.

Principle duties include:

	Description of Duties	**% of time**
1.	Process incoming and outgoing contracts and all related duties through the process of execution and completion. i.e. Job setup in Sage, insurance certs., billing, pay apps. filing etc. Prepare contract job budgets for Operations Manager.	30%
2.	Price all Contract, House, and T&M work orders for billing	20%
3.	Value, submit and track change orders	20%
4.	Invoicing/Sage	20%
5.	Manage all contract related reports, and programs. Manage all subcontract cost to budget results. Track all invoice data for balancing monthly revenue.	10%
		100%

POSITION REQUIREMENTS

KNOWLEDGE - Identify the knowledge and experience needed in this position.

The Contract Administrator must be familiar with computer applications. This position requires a general understanding of Lombardo's general business procedures and each department's procedures. Knowledge of State and Cities we work in.

This position requires:

- A working knowledge of MS Word, MS Excel, MS Outlook (email), Sage, and American Contractor
- A working knowledge of Lombardo's filing system.
- General typing and business skills.

SKILLS - Describe the skills required in this position.

This position must possess the following skills:

Team Work—Be able to share ideas and resources for improvement; Advise and assist others in accomplishing work; Solicit ideas and encourage participation with others; Manage conflicting viewpoints; Develop and maintain positive and supportive relationships with others.

Results Orientation and Planning—Be able to deliver on commitments and meet deadlines; Effectively revise and prioritize work schedules in response to unplanned events; Take initiative to accomplish tasks.

Decision Making—Demonstrate logical approach to problem solving; Demonstrate sound judgment and common sense; Make decisions that support company strategy and objectives.

Written and Verbal Communication Skills—Effectively express ideas, opportunities and concerns verbally and in writing; Listen and communicate effectively with others, one-on-one and in groups.

Professionalism—Conduct business in a manner that aims at or characterizes high qualities of ethical practices and follows company policies; Balance decision making for the mutual benefit of the employee, client and company; Act competently and efficiently.

Initiative—Use proactive judgment to establish or start a process or action that was not delegated or assigned, weigh and measure the calculated risk of personal actions when taking initiative to ensure the company and employee(s) will benefit.

Adaptability and Innovation—Be able to adjust, modify or conform actions, statements and plans to best suit the situation and people involved. Introduce or develop new practices, solutions, or actions that can aid or improve productivity, efficiency and/or financial viability.

Positive Attitude—Maintain a positive demeanor with regard to facts or positions when examining personal opinions, outlooks, perspectives or viewpoints.

Timeliness—Be able to manage business and interpersonal actions, processes and communications in a prompt and precise manner while balancing key company initiatives, resources and costs.

Accurate Self-Assessment—Be able to realistically acknowledge individual strengths and areas of improvement, Know limitations and boundaries for individual accountability.

EDUCATION - Describe the education or training requirements for this position, including degrees and/or certifications.

This position requires previous experience as an Administrative Assistant or similar work experience, emphasizing business skills and well-rounded experience.

Employee

Manager