

Construction Management Roles and Responsibilities

11/2/2015

Construction Manager:

The construction manager's primary responsibility is to ensure a smooth and successful fulfillment to the contract. The construction manager's support team consists of Admin, Engineers, Other Construction Managers, Design Resources, any other team members they need to use.

Pre Contract Activities:

Review Project Drawings

Assist with Subcontractor Selection

Manage the Bid Process (Subcontractor RFPs, walk throughs, etc.)

Review Contract along with M&V requirements

Construction:

Develop construction schedule and manage subs to hit milestones.

Develop Project Safety Binder and review with subcontractors

Develop Subcontractor Contracts

Work with Vendors to get equipment submittals pulled together, review, and order.

Order Equipment - Manage lead times

Order any construction related items (Dumpsters, storage, etc.)

Administer Safety Program

Lead Construction Review Meetings

Weekly Field Reports

Assist with Commissioning effort

Address M&V items needed during construction

Review Subcontractor Pay Applications

Track project Financials

Register applicable equipment for warranties

Schedule factory start-ups. Ensure Start-up sheets are filled out and submitted as required for warranties.

Owner training – scheduling, coordination, etc.

Project Punchlists

Post Construction

Address Project Issues

Develop O&M Manuals and As-Builts

Manage all warranty documentation for O&M

Skills and Experience Needed

Minimum 2 to 5 years experience in HVAC and or construction industry.