

DCS Midwest, LLC
Project Manager - Commercial
Job Description
2020



DCS Midwest LLC, formed in 1982, is a fast growing, medium sized, commercial, general contractor with in-house design / build capabilities focusing on construction projects within the Chicago metropolitan market, in both urban and suburban locations. Our primary work consists of negotiated projects in the retail, restaurant and medical sectors working with national brand companies. Projects include but are not limited to out parcel, ground up build-to-suits, large parcel assemblage site, multi-story medical and office buildings and site infrastructure developments.

DCS's current project assignments include the following:

Current Assignments:

- 5 story redevelopment, new building addition, including interior construction of office and health club
- 8.8 acre site development and multi-building project, including 35,000 sf grocery store and 3 individual retail / restaurant buildings
- 9.5 acre site development and multi-building project, including 3 – 5 individual retail / restaurant buildings
- 8.5 acre site development and multi-building project, including 3 – 5 individual retail / restaurant buildings
- 7.5 acre site development and multi-building project, including 3 – 5 individual retail / restaurant buildings
- Convenience Store / Gas, multiple locations, 3,000 – 4,000 sf convenience store with fueling, sites approximately 1 acre
- Restaurant / Retail Out Lots, multiple locations, 2,500 – 10,000 sf restaurant / retail single or mixed use buildings, sites approximately 1 acre
- Medical Clinics, multiple locations, 3,000 – 7,000 sf building, sites approximately 1 acre

General Description:

Position is a full-time, long term, career opportunity to join a successful construction company working as an important team member in the corporate office and field that allows the company to effectively execute and deliver of construction projects within budget, on time and of high quality.

Position:

The Project Manager shall work with the Director of Construction, other office personnel and field Superintendents to complete project related responsibilities including but not limited to document management, scheduling, reporting, quality control, safety, and other basic tasks during the construction period. Depending on project complexity, the Project Manager must be able to manage a complete project(s) from final subcontractor awards through completion and turnover to the Owner and or tenants.

Responsibilities

- Oversee, lead and manage (coordinating effort with Project Superintendent and Project Engineer and Subcontractors as applicable):
 - Preparing and maintaining project schedules for the timely completion of the project
 - Submittals and Shop Drawings and tracking and coordination of material and equipment deliveries
 - Drawing Revisions after commencement of construction by the design team
 - Requests for Information (RFI)
 - Cost control, Subcontractor and Owner Change Orders
 - Public and private utilities company installations that are necessary for the Project
 - Construction meetings with Owner, Architect and other stakeholders
 - Weekly progress / status reports to be issued to the management team, Owners and 3rd parties
 - Administer project punch list
 - Project close-out documents and coordinate submittal to the governing authorities, client and others as required

Education / Experience:

- Ability to think through construction issues and find solutions
- 2 – 15 years experience in the construction industry
- BS Construction Management, Engineering or equivalent work experience.
- Ability to read and comprehend project specifications, drawings and contracts
- Knowledge of construction equipment and techniques
- Able to effectively manage multiple projects simultaneously
- Excellent interpersonal and communication skills, team player and focused on process and improvement to the process
- Proficient in Microsoft Office suite (Excel, Word) and scheduling software MS Project