



**JOB DESCRIPTION**  
**Bonewitz Project LLC**  
**Senior Construction Project Manager**

**Bonewitz Project LLC** is a start-to-finish project management consulting firm specializing in commercial projects in the Pacific Northwest. Healthcare is the foundation of the firm's work with clients including Overlake, Swedish, Providence, Pacific Medical Center, Virginia Mason and The Polyclinic. Leveraging the knowledge gleaned from managing these complex projects has translated into a diversity of project types and clients over the years.

The Bonewitz team brings construction oversight expertise and experience to all phases of a project. Our job is to keep the construction process aligned, in sync, and running smoothly. Bonewitz hires individuals who work well both independently and with a team. Construction management requires careful tracking and problem solving to best serve clients. We seek staff with these skills and who enjoy keeping the entire construction process in progress.

**Position Description:**

Bonewitz Project seeks a Senior Construction Manager to lead several hospital and health care facility projects in the greater Seattle area. Candidates will have experience managing large, complex projects particularly in the medical industry.

**Primary Job Responsibilities:**

- Represent Bonewitz Project by building and strengthening relationships with entire team: health care administrators, medical personnel and support staff; general contractor and subs; vendors; architects, designers, and engineers.
- Oversee construction management process from initial design, to construction, to project completion.
- Ensure assigned projects are completed within budget and schedules while meeting client needs and design guidelines.
- Report to owners and design team about progress and any necessary modifications of plans or timeline.
- Supervise project team staff who support overall construction management process.
- Coordinate work of subcontractors working on various phases of project.
- Oversee performance of all trade contractors and review architectural and engineering drawings to make sure that all specifications and regulations are followed and that timelines and sequences match.
- Prepare detailed construction cost estimates, schedules, and necessary documentation.
- Evaluate and identify potential construction challenges and work with team members to ensure deliverable processes stay on track and within budget.
- Assess bids and project costs; compare to industry trends and available data.
- Create vendor and subcontractor RFIs, RFPs, and other necessary documents. Review and evaluate submittals.
- Manage change orders and other necessary items to keep project timelines on track.
- Interact with government and regulatory agencies as required to ensure that projects comply with all applicable legal requirements.
- Make presentations to senior management and staff.
- Direct final move-in process to ensure that design team, vendors, contractors, subcontractors are well coordinated and proceed in a logical process.

- Contribute to the success of the organization by keeping current on new developments and performing other duties as needed, or assigned.

**Desired Qualifications:**

- Four-year college degree in Construction Management, or related field, plus at least five years of experience assisting or supervising construction projects of increasing complexity.
- Advanced degree or certification in a relevant field is preferred.
- Experience with ground up new construction, particularly in healthcare facilities.
- Proficiency with Microsoft Office, with advanced Project, Excel, and Word capabilities.
- Ability to work under pressure and coordinate numerous activities.
- Demonstrated ability to collaborate and lead groups of people who need to cooperate to achieve maximum efficiency.
- Strong organizational skills with an emphasis on efficiency and accuracy in carrying out tasks.
- Experience supervising and providing leadership to junior staff.
- Strong time management and flexibility to meet deadlines.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to lift up to 50 pounds.
- Ability to work outdoors, occasionally in inclement weather.
- Ability to stand and walk on uneven surfaces for up to ten hours per day.
- A positive attitude and sense of humor.

**Additional Valued Skills:**

- Training in or experience using Autodesk CAD or Revit.
- Field experience in architecture or related construction engineering.
- Commercial construction expertise.

**Compensation:**

This is a full time position. Salary is commensurate with experience.

**To Apply:**

To apply, please send resume and cover letter to [info@bonewitzproject.com](mailto:info@bonewitzproject.com) and indicate SENIOR CONSTRUCTION PROJECT MANAGER - [YOUR NAME] in the subject line. Cover letters should address your ability to meet primary job responsibilities, relevant experience, and interest in the position. Please state where you learned about the position. Applications accepted until position filled.

Bonewitz Project LLC is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, or sexual orientation.