

Project Manager

We are looking for an experienced Project Manager who will take on the management of urban landscape installation projects in NYC. Project management responsibilities include delivering multiple projects on time, within budget and within scope.

Job responsibilities include:

- Construction Management of multiple installation jobs
- Meetings with client, associated contractors, building representatives
- Estimating and Budgeting
- Work with in-house field staff to move recently sold jobs through production
- Plan, Staff, Implement, control, and evaluate multiple Town & Garden projects
- Participate in pre and post production job reviews
- Perform prejob site visits to verify site conditions
- Work with installation foreman and help solve related field issues.
- Coordinate and prep job materials for field crews prior to mobilizing to the job site
- Coordinate work of outside subcontractors and fabricators

Requirements include:

- Degree in Landscape Architecture, Architecture, Construction Management, or related field
- 3-5+ Years in related Experience
- Ability to work in a multi-disciplinary team
- Self-starter with excellent organizational and time management skills
- Excellent written and oral communication
- Estimating experience, familiarity with the bid process
- Project management experience
- Thorough knowledge of construction methods and process
- Field experience and/or horticultural knowledge a plus
- Familiarity with the design-build process a plus
- Working knowledge of CAD/Vectorworks, SketchUp, and Adobe Creative Suite preferred
- Working knowledge of all PM systems and process : submittals, shop drawings, project scheduling, tracking, material buyouts, subcontractor management, etc..
- Working knowledge of Microsoft Project or equivalent project scheduling software

We offer a competitive salary, full benefits, participation in SIMPLE IRA program after 2 years, profit sharing, and paid vacation.

To apply, please email a Resume, Cover Letter, and Portfolio or Work Samples (no larger than 7MB) to zerbe@townandgardens.com. Please put the position you are applying for in the subject line.