



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Manager Concrete Surfaces</b>	<b>Revised:</b>	November 8, 2021
	<b>Division</b>		
<b>Work Location</b>	Eagan, MN	<b>FLSA Status:</b>	Full Time /Exempt
<b>Reports to:</b>	Director of Concrete Surfaces	<b>Direct Reports:</b>	None
<b>Department:</b>	Operations	<b>Travel Required:</b>	10%

### Key Benefits of working for Inside Edge:

#### Values that shape our culture and define who we are

Our employee-owners have played a key role in helping to shape our company values of Integrity, Energy, Collaboration, Innovation, and Service. These values define how we interact day-to-day, and our values are aligned to our growth strategy and have a driving impact in shaping our family-friendly culture while ensuring that we are all accountable to exceeding our customer's needs, while growing share value for every employee-owner and their family.

#### 100% Employee-Owned

Inside Edge has created the opportunity for ownership in the company for all employees through an Employee Stock Ownership Program. Employees enjoy the benefits of a qualified retirement plan whose assets are invested in company stock. Each year, the company will contribute to the ESOP on your behalf, and you will receive a portion of stock which will go into an account in your name. You pay nothing; the stock is entirely funded by the company.

#### Leading Edge, Evolving Technology

Technology is a key driver in gaining a competitive edge over our competition and in being able to manage hundreds of flooring projects nationwide every week. We offer a dedicated, full-service Information Technology team that is always accessible and responsive. Not only do we differentiate ourselves and gain efficiencies by building our own proprietary systems, we are also continually investing to be on the leading edge of technology and being creative in its application to serving our internal and external customers.

### Job Summary/ Objective:

The Project Manager at Inside Edge coordinates and oversees commercial flooring installation projects. This role is responsible for proactive and detailed planning of upcoming flooring projects, monitoring ongoing projects, guiding installation teams, communicating with on-site customers, and troubleshooting when issues arise. The Project Manager (PM) role is primarily an in-office role, however, occasionally, a PM must have the flexibility to visit job sites, as required. A significant amount of time is spent on the phone keeping installation crews on schedule and customers updated daily. The job requires the ability to juggle multiple projects and tasks at one time and can require responsiveness at a fast pace. The person in this role needs to be comfortable with changes and highly adaptable, while still having a respect for procedures.

#### Essential Functions:

- Work with internal customer teams to fully review and understand flooring scope of work to be performed on each project.
- Communicate scope of work to both customer and installation teams to ensure smooth project flow.
- Coordinate all aspects of project scheduling/timing.
- Source/procure services and equipment as needed (electrical, dumpsters, supplementary equipment)



- Use technology and communication tools to monitor on-site activities, trouble-shoot as needed, and ensure progress stays on track for completion.
- Confirm entire completion of project to customer's satisfaction, including final punch list.
- Close out project, including vendor invoice reconciliation, overseeing product surplus management, and financial variance documentation.
- Take phone calls during off-hours, as needed to ensure customer satisfaction.
- Past Installation experience a strong plus

#### **Responsibilities**

- Work cohesively in a collaborative team environment.
- Have an acute awareness and diligence for cost-effectiveness, quality, and customer satisfaction on all projects.
- Build relationships with internal and external customers, as well as installation partners.
- Have a keen eye for detail and a respect for internal protocol; follow procedures with accuracy.
- Take ownership of problems and see them through to completion, keeping stakeholder parties involved and informed at all stages as necessary.
- Commit to professional development through relevant training provided by the company

#### **Competencies:**

- Problem-solving
- Oral and Written Communication
- Interpersonal Skills
- Computer Literacy
- Organization and Planning
- Reading Skills
- Time Management
- Attention to Detail
- Flexible Schedule

#### **Work Conditions:**

Requires the ability to communicate with employees and vendors in an office environment full time. Requires the ability to frequently use the computer and telephone as well as travel as needed to customer sites in a construction environment.

#### **Qualifications:**

- Bachelor's Degree in Construction Management desirable or 2-Year Degree from Technical College Construction Management Program.
- Minimum 3- 5 years of industry experience, or minimum of 3 years of experience within Inside Edge.
- Experience and knowledge in the polished concrete installation industry is a plus.

#### **Demonstrated through:**

- Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work safely, timely, accurately, in a thorough manner and is conscientious about assignments.



- Communication and Contact: The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the Company.
- Relationships with Others: The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the Company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.