

Panel Specialists, Inc.
Job Description

Job Title: Casework Manager
Department: Casework
Reports To: Director of Operations
FLSA Status: Exempt-Learned Professional
Prepared By: Human Resources
Prepared Date: February 15, 2012
Approved Date: February 15, 2012

SUMMARY

Facilitating the development and growth of the Casework product line by seeking out Casework projects. Oversees the estimating and installation and all other aspects of the casework projects by doing the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Review potential projects through the review of Dodge reports as well as contacting General Contractors regarding upcoming projects.
- Determine the scope and size of all projects that are available for the bidding process.
- Review and analyzing the elements of the project through plan review.
- Obtain pricing from subcontractors and vendors for project bidding process.
- Review take-off and estimates prior to submittal.
- Upon awarding of job communicate with subcontractors and create and review shop drawings.
- Communicates and coordinates with the GC on scheduling, delivering and installation of the casework product line.
- Monitor the installation process and handle any issues that come up with the General Contractor.
- Collect, compile and distribute job closeout information as needed.
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE

Bachelors Degree in the construction field and 5 years experience in construction and/or project management; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as reports, market analysis, statistical data, and company policies is required. Must possess the ability to write analytical research reports. Must possess excellent communication skills and have the ability to speak before small or large groups effectively.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as statistical data is required.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving timely decisions in a fast-paced environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee operates in a climate-controlled facility. The noise level in the work environment is usually moderate.