PositionTitle: Project Manager
Division: Architectural Glass & Aluminum (“AGA”)
Reports To: General Manager
Job Type: Full Time

Position Overview: The Project Manager is responsible and accountable for the successful execution of commercial window, storefront, and curtain wall projects from contract award through final closeout. This role bridges preconstruction, fabrication, and field installation by managing production kickoff, and day-to-day project progress. The position requires strong coordination with estimating, engineering, fabrication, field crews, and customers, while also providing leadership in performance management, culture, recruiting, and safety.

Key Responsibilities:

1. Production Planning & Execution

- Assume full responsibility for assigned projects from kickoff through closeout
- Attend preconstruction, progress, and coordination meetings with owners, GCs, and design teams
- Review contract scope, schedule requirements, and project milestones
- Conduct field measurements and site verifications
- Establish fabricated sizes and approve information required to kickoff production
- Prepare GDS/shop drawings for storefront, curtain wall, and glazing systems based on architectural and engineering drawings.
- Prepare fabrication (FAB) sheets detailing aluminum framing, glass dimensions, hardware, and required machining.
- Lead production kickoff meetings to ensure alignment across fabrication, purchasing, and installation

2. Field Coordination & Production Support

- Monitor daily production progress and address material, labor, equipment, drawing, or scheduling issues that may impact project delivery.
- Manage contractor punch list items and ensure timely completion
- Coordinate inspections, approvals, and turnover activities
- Support preparation and completion of project closeout documentation
- Ensure final scope completion aligns with contract requirements

5. Leadership, Performance & Culture

- Participate in recruiting, hiring, onboarding, and training of project and field staff
- Lead performance management through clear expectations, coaching, and accountability
- Foster a culture of teamwork, ownership, and continuous improvement
- Model company values and professional conduct

6. Safety & Compliance

- Promote and enforce company safety policies and jobsite safety standards
- Ensure safety considerations are integrated into project planning and execution
- Participate in safety meetings, training, and incident reviews

- Hold teams accountable for maintaining a safe work environment

7. Cross-Functional Collaboration

- Work closely with estimating, engineering, accounting, organization wide partners and field teams
- Provide operational input on production sequencing and installation means and methods
- Communicate clearly with customers, general contractors, and internal teams

8. Other Duties

- Perform other duties as needed to support the company's Vision, Mission, and Values

RACI:

AGA	
Task	**Operations-Project Manager**
Project Planning & Execution	R/A
Production Kickoff	R/A
Field Measure	A
GDS Drawing/Fab Sheets	R/A
Establish Fabricated Sizes & Kick-off Production	R/A
Field Coordination, Progress Meetings & Punch List	R/A
Customer & GC Coordination	R
Culture and Safety	R

Qualifications

- Experience managing commercial construction projects, preferably glazing, curtain wall, storefront, or specialty subcontracting
- Strong understanding of fabrication processes, installation sequencing, and jobsite coordination
- Proven ability to manage multiple projects and deadlines
- Strong leadership, communication, and organizational skills
- Bachelor's degree in Construction Management, Engineering, or related field
- Experience with commercial construction scheduling and project management software
- Experience working with union and/or non-union field crews

08/31/26

AGA
ARCHITECTURAL GLASS & ALUMINUM

PROJECT MANAGER

POSITION NOW OPEN AT AGA

Details

- **Manage** commercial window, storefront, and curtain wall projects from contract award through final closeout
- **Attend** preconstruction, progress, and coordination meetings with owners, GCs, and design teams
- **Conduct** field measurements and site verifications, and establish fabricated sizes to kick off production
- **Prepare** GDS/shop drawings and fabrication sheets for storefront, curtain wall, and glazing systems
- **Lead** production kickoff meetings to align fabrication, purchasing, and installation
- **Monitor** daily production, manage punch lists, and coordinate inspections, approvals, and turnover
- **Participate** in recruiting, hiring, onboarding, and training of staff
- **Promote** and enforce company safety policies and job-site standards

Ideal Candidates:

- Experience managing commercial construction projects — preferably glazing, curtain wall, storefront, or specialty subcontracting
- Strong understanding of fabrication processes, installation sequencing, and job-site coordination
- Proven ability to manage multiple projects and deadlines
- Bachelor's degree in Construction Management, Engineering, or a related field
- Strong leadership, communication, and organizational skills

Benefits:

- Health & Dental Plan
- Life Insurance Policy
- EAP Program
- 401K Plan with Company Match

Benefits eligibility after 90-day trial period.

To apply, send a completed application to:

laura@na-holdingcorp.com

External candidates will be considered.