



PROJECT MANGER POSITION DESCRIPTION

Job Summary:

The Project Manager is responsible for ensuring high quality results on all assigned construction projects from buyout through completion. This position requires excellent communication, follow-through and leadership skills.

Core Responsibilities:

- Manages the operation and administration of the project with the support of the Project Superintendent
- Maintains effective relationships with stakeholders, owners, design team, clients, subcontractors, suppliers and employees
- Negotiates subcontracts, reviews submittals/shop drawings, buyout schedule, RFI's, payment applications, change orders, and provides accurate and timely reporting for all assigned projects
- Maintains and tracks project schedule and budget
- Provides updates to appropriate channels on a regular basis.
- Leads various meetings such as monthly OAC (Owner-Architect-Contractor)
- Responsible for the project closeout process including punch list, financials, subcontracts, warranties, various permit closeout, etc.
- Responsibilities will vary from time to time as this core list is only a guideline. Flexibility to complete a range of responsibilities and sometimes wear multiple hats is required for success within this growing company

Competencies and Requirements:

- Proficiency in reading blueprints and specifications
- Ability to make intelligent and quick decisions, work well under pressure when faced with unexpected occurrences and delays
- Strong analytical, time management and organizational skills
- Effective written and verbal communication skills
- Proficiency in Microsoft Word, Excel, Outlook, Adobe and project management & estimating software
- Experience on multiple types of commercial and residential construction projects is desired to include office buildings, medical office buildings, retail buildings, multi-family, hotels, restaurants, parks, churches, warehouses, clubhouses, and marine construction
- Valid driver's license and clean driving record

Education:

- Bachelors degree in Construction Management, Engineering, or related field experience (Preferred)
- 3+ Years of Construction Management Experience (Preferred)