



## Construction Project Manager

### Position Description

**Reports to:** Construction Division Manager

**Division/Department:** Service

**Supervises:** Technicians and Helpers

**Status:** Full Time, Exempt

#### OVERVIEW

This position is responsible for assuming the role of the company's on-site representative managing all construction activities, ownership's and subcontractor coordination. A Project Manager must be able to turn estimates into completed work through on-site coordination for all phases of construction and restoration projects, including, but not limited to: coordinating subcontractors, material and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule and within budget. Superintendent shall be responsible for scheduling, inspections, customer service, productivity, quality control, and job site safety.

#### RESPONSIBILITIES

Essential Roles and Responsibilities:

- Supervises an on-site construction crew and manages the day to day execution of work in safe accordance with the drawings and technical specifications
- Generates accurate and easily understood daily reports for both the Estimator and Customer to document construction progress for the project
- Manages projected production goals designated for the project by the Estimator
- Maintains adequate materials and equipment inventory onsite to support production work
- Reviews all receipts, work orders, purchase orders, and vendor invoices for accuracy then submits all job costs to either Accounting or the Project Coordinator in a timely fashion
- Reviews and approves all time cards and temporary labor logs for accuracy and submits to Accounting for approval in a timely fashion
- Actively participates in all safety meetings and training sessions to minimize our exposure and risk on projects
- Solves all field vs plan related discrepancies with a "can do" attitude that meets client needs and remains in compliance with safety and company policies
- Performs quality control duties and responsibilities regarding the work being performed.
- Develops a strong working relationship with subcontractors to ensure that subcontractors are fully executing and complying with their contracted scope of work.
- Coordinates required inspections with local jurisdictions.
- Identifies subcontractor non-compliance with safety, health, and environmental quality standards.

- Identifies conflicts in construction progress and quickly communicates them to project team for resolution.
- Maintains daily log (written) of activities on the jobsite.
- Performs project management duties at multiple job sites, simultaneously.
- Walks all units on project daily to monitor activities and assist in future planning.
- Issues notices of non-compliance to subcontractors in regards to quality of work or scheduling.
- Ensures that the job site is always kept in a clean and organized manner.
- Performs job progress and completes punch list identification and completion.

Secondary Functions:

- Assists in budgeting, bidding, and award of subcontracts.
- Assists in obtaining permits or approval of revisions.
- Gathers project material submittals and maintain records of approvals at the job-site.
- Coordinates homeowner unit specifications with marketing staff
- Identifies areas of work that are outside of subcontracted scope.
- Presides at pre-construction meeting with each subcontractor.
- Opening the jobsite at beginning of the job and securing the jobsite at the end of the job.
- Assists in hiring sub-tier employees.
- Performs other functionally related duties as assigned

Requirements:

- At least 3 years of experience as a Project Manager for a commercial general contracting company
- Experience managing \$5,000-1,500,000 revenue jobs
- Comfortable using technology, including smart phones and computers
- Ability to utilize computer programs such as: Excel, Microsoft Word, PowerPoint, and Outlook
- Ability to read and understand blueprints and specifications
- Effective communication and language skills
- Must be willing to work night, weekends, and holidays if necessary
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standards exist
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- OSH30 Certified Preferred
- LEED/Asbestos Certified Preferred

Physical Requirements:

The following are physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bend, kneel, twist/turn, crawl, crouch, and climb stairs/ladders
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other business machines
- Regularly required to stand, walk, and sit

- Reach with hands and arms
- Talk or hear loudly and accurately
- Occasionally lift and/or move up to 50 pounds

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

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Construction Project Manager      Date

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Human Resources      Date