



Job Description

Job Title: Project Manager

Department: Construction Department

Reports To: Director of Finance and Operations

Job Summary:

General Contractor working in Municipal, Education, Private, and Government Sectors looking for an experienced Project Manager. The Project Manager's role is to ensure the timely and costly completion of construction projects by overseeing all phases of the project. The position entails working with a variety of stakeholders to schedule and plan work, coordinate equipment and materials, operate within budget, and monitor overall progress.

Responsibilities include, but not limited to the following:

- Plans all phases of the construction lifecycle from initiation to completion.
- Obtains all necessary regulations and permits.
- Orders necessary supplies, tools, and equipment.
- Makes sure projects are aligned with agreed-upon plans.
- Manages a construction manager and oversees their work.
- Communicates with clients and delivers project progress reports.
- Develops and adheres to the budget, timeline, and quality control plan.
- Collaborates with architects, engineers, electricians, and other specialists.
- Writes and submits testing and inspection logs, quality assurance reports, and punch lists.
- Ensures that all local, state, and national building codes and regulations and safety precautions are followed.
- Uses scheduling software to update schedules, track progress, and document project progression.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

Job Requirements:

To qualify for the Commercial Construction Project Manager position you must have strong commercial building knowledge and excellent verbal and management skills to prepare cost estimates for bidding purposes.¹

Additional requirements of the Commercial Construction Assistant Project Manager include:

- Bachelor's degree in Building Construction, Construction Management, Civil Engineering, or Architecture
- 5-7 years of experience in project management within construction
- Comfortable reading and understanding blueprints and drawings
- Proficient in Microsoft Office and general computer software
- Demonstrated knowledge of construction, engineering, and architecture principles
- Ability to budget, schedule, negotiate, and control costs
- High degree of familiarity with contract and subcontract documents, terms, and conditions
- Strong leadership and management skills
- Builds strong relationships with clients, contractors, and construction workers.
- Supervises a construction manager and assistant construction project managers.
- Excels at organization, time management, problem-solving, and budgeting.

Benefits:

We offer our employees the following competitive benefits package:

- Employee Medical paid by Company
- Dental, Vision Insurance
- Basic Life and AD&D Insurance
- 401(k) with company match
- Paid Vacation
- Paid Holidays