

JOB DESCRIPTION

Job Title: Project Manager

FLSA Status: Exempt

Hours: Full Time

Reports to: President

Summary: The project manager is responsible for overseeing the planning, implementation and tracking of projects assigned.

Responsibilities and Duties:

- Understand and have a thorough working knowledge of the project plans and specifications.
- Take over administration of project after bidding process is complete.
- Determine the resources (time, money, equipment, etc.) required to complete the project.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- Ensure that the job site is supplied with proper paperwork and incidentals.
- Prior to a subcontractor beginning work on the site, verify that the subcontractor has completed his contractual requirements. This includes a Certificate of Insurance, a fully executed Subcontract, a Schedule of Values and a Safety Program.
- Work with the Site Superintendent/Field Manager to develop a schedule for project completion that effectively allocates the resources to the activities.
- Communicate with Site Superintendent/Field Manager regarding schedule revisions as the project develops.
- Manage daily reports from the field.
- Establish a communication schedule to update project ownership on the progress of the project.
- Determine the objectives and measures upon which the project will be evaluated at its completion.
- Manage RFI process between the architect and field.
- Prepare/manage change orders and present to architect/ownership.

Required Qualifications:

- At least 2 years of relevant experience.
- Must demonstrate a working knowledge of OSHA and MIOSHA rules, regulations and guidelines.
- Proficiency with spreadsheets and construction management software (i.e. Procore, etc.)
- Strong analytical skills.
- Excellent organizational and communication skills.
- Ability to work independently and as a team.

Compensation:

- Based upon experience

Work Environment

- Office

