



# Project Manager

## Position Description

The Project Manager will report to the Vice President of Operations and work with Project Managers, Superintendents, Assistant Superintendents, Subcontractors and Consultants to fulfill the duties and responsibilities as outlined below.

## Essential Duties and Responsibilities

- Read and understand contract documents
- Negotiate contracts and pricing
- Work closely with on-site personnel, owner representatives and architects
- Schedule / coordinate project activities
- Perform site visits / meetings
- Prepare and submit shop drawings
- Prepare change proposals
- Prepare monthly applications for payment
- Monitor job costing
- Prepare monthly Work in Progress documents
- Prepare and address punch list
- Coordinate submission of release of liens, warranty information and project closeout documents
- Monitor safety on project sites
- Other duties as assigned

## Qualifications

A two year degree or a minimum of five (5) years of experience in construction related field. Demonstrated computer skills with proficiency with Microsoft Office suite programs and Microsoft Project. Experience with Viewpoint Construction Software preferred. Candidate must possess a professional demeanor, positive attitude, a strong work ethic, suitable interpersonal skills and the ability to communicate well both verbally and in writing. Must possess a valid driver's license.

## Physical Demands and Work Environment

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:** While performing the duties of this job, the employee may work on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud. Variations in work location and schedule may occur.