

Construction Project Manager

About the Job

JOB DESCRIPTION

Position title: Construction Senior Project Manager

Desired Project Experience: Industrial, Commercial, Hospitality, Self-Storage and Retail.

Reports to: Executive Vice President

Position summary: Plan, direct, coordinate and budget all aspects of a project while maintaining all cost, time and quality constraints.

Responsibilities:

- Attend preconstruction activities on projects; scope development, scheduling and estimating.
- Orchestrate a plan from the beginning of construction to completion of the project, including accurately projecting construction activities for scheduling purposes.
- Interpret drawings, details of drawings, and specifications.
- Achieve objectives by directing of individuals, teams, and subcontractors.
- Track job progress and job costs to meet project budget and schedule.
- Train, develop and manage project Superintendents.
- Produce all documentation as required for any given project (submittals, RFI's, change orders, etc.)
- Direct, coordinate, and facilitate meetings for owners, subcontractors, architects, and local authorities.
- Manage multiple projects.
- Effectively use CSI format through the construction process.
- Identify potential sales opportunities and communicate the opportunities to senior management.
- Show positive and courteous verbal skills in all working environments.
- Write effective business letters.

Qualifications:

- Ability to travel.
- Bachelor's degree in Construction Management or related field is required.
- Minimum ten years commercial construction.
- Must complete 30h OSHA training.
- Must complete Storm Water Management training.
- Fluency with Microsoft Project, Word, Excel, and other computer software packages is required.
- Ability to problem-solve in a fast-paced environment.