

Project Manager

Job Description Summary

The Project Manager is the primary leader at the jobsite, and is directly accountable for safety, financial performance, and team development on site. The Project Manager will lead the project team in the construction of the entire Project. This position is responsible to build and maintain a strong relationship with the subcontractors, owner, architect and engineers.

Key Responsibilities

- Participate with Project Director and Estimating in development of a Project Chart of Accounts
- Develop detailed Project Contract status report
- Partner with Project Superintendent in development of a project site logistics plan
- Maintain thorough understanding of the DV/GC contract
- Oversee the pay request process
- Monitor project costs and Job Cost Report
- Analyze and forecast quarterly Total Cost Projection reports
- Implement and monitor training of all staff personnel
- Monitor project labor
- Review and approve material, forming system and equipment needs
- Assist Estimating in bidding projects
- Lead the project's quality process
- Develop, schedule and lead project close-out processes
- Develop and maintain effective relationships with vendors, subcontractors and owners to represent our core values
- Implement Safety Program

Minimum Skills or Experience Requirements

- Bachelor's Degree in Construction Management or Engineering desired
- 7+ Years of Experience in highly complex and related commercial or industrial construction projects
- Advanced knowledge of construction principles/practices required
- Experienced dealing with subcontracts, subcontractors and/or self-perform work
- Experience leading successful project team, including development of employee and maintaining relationships with external entities
- Excellent organizational, team management, problem solving, motivational skills.
- Knowledge of all MS Office products (Word, Excel, PowerPoint, etc.), Onscreen Take-off, Quick Bid, Procore Construction Management, Foundation Accounting Software

Bonus Eligibility: Annual performance-based bonus opportunity typically ranging from **20–25% of base salary**, based on individual performance, quality of work, attention to detail, organization, accuracy, workload management, client/vendor satisfaction, and overall company performance. Bonus amounts are discretionary and not guaranteed.

Schedule: Monday–Friday

Position Type: Exempt, Full-Time

Compensation: \$100,000–\$120,000 annually

Benefits: 401(k), Medical, Dental, and Vision Insurance.