

## Job Description

**Job Title:** Construction Project Manager

**Purpose:** Plan construction projects and oversee their progress along the way in a timely, cost-effective manner. Responsible for budgeting, organization, implementation and schedule of construction projects.

**Tasks & Responsibilities (including, but not limited to):**

- Studies and interprets plan specifications for construction on basis of starting and completion times and staffing requirements for each phase of construction.
- Oversee and direct construction projects from conception to completion.
- Creates, executes and manages to project work plans and scope and revises as appropriate to meet changing needs and requirements
- Review projects in-depth to schedule deliverables and estimate costs
- Oversee all onsite and offsite constructs to monitor compliance with building and safety regulations.
- Coordinate and direct all construction workers and subcontractors.
- Select tools, materials and equipment and track inventory.
- Meet contractual conditions of performance
- Review the work progress on a daily basis
- Prepare internal and external reports pertaining to job status
- Plan ahead to prevent problems and resolve any emerging ones
- Negotiate terms of agreements, draft contracts and obtain permits and licenses
- Analyze, manage and mitigate risks.
- Ensure quality construction standards and the use of proper construction techniques
- Ensures all project documentation, tracking and archives are complete, current and stored
- Effectively applies company methodologies and enforces project standards
- Prepares preliminary project schedule
- Conducts all inspections and coordinates same
- Tracks and identifies initial request for change (RFC) as they develop in project.
- Works directly with accounting in preparation of RFCs
- Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications and coordinating various phases of construction to prevent delays
- Confers with supervisory personnel and labor representatives to resolve complaints and grievances within job work force
- Confers with supervisory and engineering personnel and inspectors and suppliers of tools and materials to resolve construction problems and improve construction methods.
- Inspects work in progress to ensure that workmanship conforms
- Provides feedback regarding continuous process improvement efforts to meet and exceed company standards

**Education & Experience Required:**

- High School graduate or Equivalent
- 5 Years Field Industry Experience

**Skills Required:**

- 6 Months supervisory team-lead experience
- Familiarity with company communication, and office and field productivity, tools
- Valid NJ State Driver's License

**Travel Percentage:**

- Up to 50% travel
- This position does not have an option for telecommuting

**Physical Requirements:**

- Must be able to lift 50 pounds, and be able to sit and stand for long periods of time
- Must have good vision and hearing
- This position requires significant time exposed to outdoor elements

**Reports To:**

Director of Operations