

Job Title: Project Manager
Reports To: Vice President

Purpose:

The role of the project manager is to manage a project's scope, budget, and schedule throughout the duration of the project. They are responsible for the overall performance of a project.

Duties & Responsibilities

- Construction document management
- Owner communications & progress meeting updates
- Plan distribution and field communications
- RFI documentation and tracking
- Submittal review coordination
- Punch List Preparation and Coordination
- Ghantt chart generation and distribution
- Schedule management
- Estimating and takeoffs
- Change order management
- Monthly review of job cost reports

Preferred Qualifications, Skills & Experiences

- Bachelor's Degree
- Experience in the construction or engineering field
- Strong organization and communication skills
- Familiarity with variety of technology such as Excel, GoogleDocs, Bluebeam, PlanGrid, etc.

Working Environment:

- 75% office / 25% field
- Working hours are Monday-Friday, 8:00am – 5:00pm
- Travel requirements include day trips for overseeing job sites