

Position & Objectives:

Construction Project Manager - assists in the design, contracting and construction of new and rehabilitative, underground utility (water, sewer, gas, etc.) construction projects. This individual will work to implement efficient building practices that span a project from design to completion. They will oversee the project and hiring and approving work completed by subcontractors as well as negotiating contracts and developing a budget and a timeline for the completion of the project. They are responsible for resolving any issues with either the subcontractors or government officials; acting as a liaison between the construction team, architects, designers, the owners and stakeholders of the project to facilitate communication, decision making and problem solving.

Responsibilities and goals included but not limited to:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The ability to show seasoned experience in heavy highway construction, construction project coordination and supervisor work
- Hands on field knowledge with an eye for quality control
- Have superior relationships with all vendors, trades and suppliers and can bring those relationships to the table
- Strong leadership in the field between all superintendents, trades and suppliers
- The ability to maintain a tight construction schedule that emphasizes fast tracking jobs
- Exercise control over the rate of construction progress always planning ahead of the current construction activities
- Determine work priorities and coordinate work activities
- Firm understanding of drawings, blue prints, plans and specifications specific to a construction project
- Organization of budget and maintaining the costs during multitude of projects
- Reporting of cost versus budget to management

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- A degree in Construction, Project or Business Management
- At least 5 solid years experience in the construction field for both the public and private sector
- At least 2 years of supervisory experience in the construction field
- Demonstrated ability to work without close supervision
- Mature, competent individual that is resourceful with strong communication aptitude
- Enjoys a challenging opportunity
- Takes pride in the company and its projects

- Strives to meet or exceed forecasts while operating within an approved budget
- Thorough knowledge of construction cost, scheduling, estimating, purchasing and engineering principles and techniques, as well as accounting principles.
- Proven written and verbal communication abilities; proficiency with computer applications, including Microsoft Office suite.
- Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and project schedule.
- Aptitude to effectively present information and respond to questions from managers, clients, customers and the general public.
- Capability to communicate with customers regarding schedule changes and problem resolution in a manner that improves the relationship the company has with the customers.
- Problem solving capabilities is a must
- Energetic and out-going with strong client service skills and the ability to multi-task
- Take ownership of assigned projects
- Capable of managing multiple projects simultaneously
- Dynamic computer skills to include Microsoft Office Suite including Project scheduling software, Excel and HCSS Estimating software
- Effectively communicate and negotiate with clients, suppliers, architects, engineers, and subcontractor
- Capability to learn corporate software.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to follow through with strong self starter and organization skills.
- Ability and willingness to deal with conflict, deadlines and change.
- Resilient and flexible.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.