

# Project Manager Job Description

## **The Project Manager is responsible:**

- To provide the leadership and management skills necessary for the effective and profitable operation of the assigned projects
- Project a professional company image through the subcontractors and the company employees
- To adhere to and enforce all company policies and procedures
- To ensure that all assigned projects have the necessary permits/bonding/tools/equipment/manpower.
- To ensure that the quality of service and customer satisfaction are the first priorities of all employees and subcontractors.
- To ensure that work completed meets or exceeds the professional standards set by the President, and all appropriate Federal, State, and Local regulations
- To ensure that the President is provided timely verbal and written operating reports that gives him a clear understanding of the status of the projects assigned
- To ensure that methods and procedures are established to protect the assets of the company, and the safety of the employees, the vendors and the subcontractors.

## **Principle Duties**

- To recruit, hire, and terminate any employees or subs under his control, with the concurrence of the President
- To maintain all job sites and equipment at the highest levels of safety, security, and efficiency
- To prepare estimates on new jobs; to negotiate as needed, subject to review by the President
- To monitor and control expenses as directed by the President, thereby staying within the prescribed job estimate/contract.
- To accurately complete, on a timely basis, the managerial reports required by the President, including reports necessary for invoicing
- To maintain current performance evaluations on personnel as prescribed by the company employee evaluation policy
- To maintain good working relations with customers, employees, vendors, outside professionals, subcontractors and their employees, and all others contracted on behalf of the company
- To ensure that all equipment is properly maintained and serviced
- To promote teamwork and a spirit of cooperation between all projects and all employees.
- To constantly stay in touch with possible sources of information on new work or new bids
- To collect and put together submittals and shop drawings for the general contractor, as needed
- To order and expedite materials, as needed. To personally deliver badly needed equipment or materials on fast track jobs, keeping these emergencies to a minimum through planning
- To design plans and carry them out; to mobilize and demobilize all projects, as needed.
- To put together closing packages (such as OEM's and "as built's") for the general contractor of the customer, and train as needed
- To satisfactorily complete any special projects as may be assigned by the President

## **Educational Requirements**

Required: College degree in Construction Management, or equivalent work experience.

## **Experience Requirements**

Required: Three to five years experience in project management in the construction industry.

## **Skills, Knowledge and Abilities**

Must have knowledge of all major types of rough and finish carpentry construction. Must be skilled in construction estimating and project management as well as in managing people.

Must be able to communicate ideas and orders effectively to employees, vendors, and customers.

Must have solid analytical, negotiating, and interpersonal skills, plus knowledge and experience using basic business computer programs.

Job Type: Full-time