

## **JOB DESCRIPTION**

### **CONSTRUCTION PROJECT MANAGER**

#### **RESPONSIBILITY**

A Project Manager is responsible for the entire successful execution of a project. Their primary responsibilities are to plan, direct, coordinate, and budget activities concerned with the construction and maintenance of structures, facilities, and systems. The Project Manager shall also participate in the conceptual development of a construction project and oversee its organization, estimating, scheduling, and implementation. Additionally, the Project Manager will perform the duties as stated in this description and to provide assistance as assigned.

#### **SPECIFIC DUTIES**

1. During the pre-construction phase, attend all design meetings, continuously evaluate the materials and products being proposed for constructability and feasibility. Oversee the preparation of estimates for the conceptual, schematics, and design development stages. Initiate and coordinate the full design team efforts in the value engineering processes.
2. Schedule the project in logical steps and budget time required to meet deadlines.
3. Determine labor requirements and dispatch workers to construction sites.
4. Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
5. Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
6. Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
7. Obtain all necessary permits and licenses.
8. Direct and supervise team members in the office and on site.
9. Study job specifications to determine appropriate construction means and methods.
10. Solicit, negotiate, select, contract, and oversee subcontractors who complete specific pieces of the project.
11. Requisition supplies and materials to complete construction projects.
12. Prepare and submit budget estimates and progress and cost tracking reports.
13. Develop and implement quality control programs.
14. Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
15. Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
16. Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.
17. Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
18. Evaluate construction means and methods to determine cost-effectiveness of plans.

19. During the warranty phase, assist Owner with warranty claims and service. Perform 1-year walk-through of facility and facilitate 1-year punch list creation. Closeout warranty phase.

## **SKILLS**

1. Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.
2. Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Coordination -- Adjusting actions in relation to others' actions.
4. Instructing -- Teaching others how to do something.
5. Mathematics -- Using mathematics to solve problems.
6. Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
7. Writing -- Communicating effectively in writing as appropriate for the needs of the audience.
8. Judgment and Decision Making -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
9. Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.
10. Negotiation -- Bringing others together and trying to reconcile differences.
11. Troubleshooting -- Determining causes of operating errors and deciding what to do about it.
12. Complex Problem Solving -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
13. Time Management -- Managing one's own time and the time of others.
14. Monitoring -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
15. Installation -- Installing equipment, machines, wiring, or programs to meet specifications.
16. Social Perceptiveness -- Being aware of others' reactions and understanding why they react as they do.
17. Service Orientation -- Actively looking for ways to help people.
18. Equipment Selection -- Determining the kind of tools and equipment needed to do a job.
19. Persuasion -- Persuading others to change their minds or behavior.
20. Learning Strategies -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
21. Speaking -- Talking to others to convey information effectively.
22. Repairing -- Repairing machines or systems using the needed tools.
23. Management of Material Resources -- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
24. Operations Analysis -- Analyzing needs and product requirements to create a design.

## **EXPERIENCE**

1. Building and Construction -- Knowledge of materials, methods, and the tools involved in the construction or repair of commercial projects, buildings, or other structures.

2. Mathematics -- Knowledge of arithmetic, algebra, geometry, and statistics, and their applications.
3. Design -- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
4. English Language -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
5. Public Safety and Security -- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
6. Administration and Management -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
7. Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
8. Mechanical -- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
9. Engineering and Technology -- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
10. Economics and Accounting -- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

## **EDUCATIONAL REQUIREMENTS**

- Minimum of a Bachelor's Degree with a minimum of ten (10) years experience in a construction environment.
- Thorough knowledge of MS Project, Word, and Excel, along with Gmail, Google Drive, and various Google Apps is required; being familiar Project Management software application like Procore, Expedition, Prolog, Constructware, etc. and PDF annotation is required. Familiarity with Procore is a plus.
- Employee must be an energetic, flexible and motivated self-starter who is ready to work with a dynamic and growing team.

COMPETITIVE SALARY AND BENEFITS PACKAGE COMMENSURATE WITH EXPERIENCE AVAILABLE TO QUALIFIED CANDIDATES. EMPLOYMENT OFFERS ARE CONTINGENT UPON A REVIEW OF REFERENCES AND ANALYSIS OF FULL BACKGROUND INVESTIGATIONS.

SEND RESUMES TO:

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