



The **Construction Project Manager** oversees and leads construction projects from ideation through completion and is the single source of responsibility for all projects. PM will manage several projects at various stages simultaneously. The role focuses on completing a project as efficiently and promptly as possible which requires interaction with a range of internal and external resources.

**Responsibilities, but not limited to the following:**

- Lead the project planning sessions: May collaborate with architects or engineers to determine the specifications of the project
- Determine needed resources (manpower)
- Establish and maintain project schedule by task and manage its implementation
- Meet project schedule, deadlines, and project budgets
- Review plans and specifications for submittals and scope of work
- Initiate and lead weekly project reviews with field supervisors and install manager
- Create and maintain construction billing schedule by reviewing monthly percent complete for monthly billings
- Provide monthly cost to complete to Accounting
- Review and understand project contracts with the contractor/owner and subcontractors
- Initiate and lead turnover from estimating, turnover to Service, close out process, and postmortem meetings
- Maintains high qualitative and quantitative standards of work performance, conveys these expectations to others, holds themselves and others accountable in meeting these standards
- Keep management informed on progress of projects and budget through regularly scheduled operations meeting.

**Job Qualifications and Requirements:**

- Bachelor's degree in construction management or equal, or 5 years' experience managing projects.
- In-depth understanding of construction procedures and project management principles.
- Good knowledge of MS Office and Procore
- Familiarity of construction management software. (Experience with ComputerEase a plus)
- PMP or equivalent.

**Other Desired Skills:**

- Strong written and oral communication skills
- Excellent organizational and time management skills
- Prioritization skills – conflicting priorities
- Capacity to manage high stress situations.
- A team player, with strong leadership skills
- The ability to see the big picture, but also focus on details as required.
- Demonstrated conflict resolution skills