

PROJECT MANAGER

The **Project Manager** works closely with the Project Superintendent to plan, execute, monitor, coordinate, control, and close heavy/highway construction projects. The Project Manager is ultimately responsible to ensure that resources are scheduled and deployed so that all safety requirements, contract requirements, client expectations, and profitability forecasts are being met or exceeded.

Major Duties and Responsibilities:

- Identify, communicate, and document all project responsibilities within the project team.
- Work closely with the Project Estimator to understand the budget and scope of work.
- Conduct regular project team meetings and manage subcontractor performance with a keen emphasis on budget control and time management.
- Identify job problems and issues, initiate documented action, verify implementation of solutions.
- Interact with clients, architects, engineers and local jurisdictions to incorporate project objectives, schedules, permits, costs, etc.
- Manages project administration and communications including, but not limited to, RFIs, submittals, meeting minutes, progress billing, logs and reports.
- Utilize project management tools to track project costs and prepare financial projects as necessary.
- Create daily, weekly and long-term detailed progress schedules based on input from project and general superintendents.
- Create and/or review detailed critical path schedules for submittal and acceptance by owners in P6 or equivalent.
- Manages and tracks schedule progress and maintains constant awareness of schedule status.
- Identifies, notifies, documents and negotiates time extension requests or schedule recovery with owners and their reps.

Required Skill/Knowledge

- Bachelor's Degree in Civil Engineering, Construction Management or equivalent related experience
- Minimum 5 years of heavy highway or airport experience with projects ranging from \$5-20 million
- Knowledge of construction industry practices and procedures
- Demonstrated ability to multi-task across several projects running concurrently
- Proficient in Outlook, Excel, Word, MS Project, P6, Viewpoint and HCSS Heavy Bid and Heavy Job
- Working knowledge of estimating and scheduling software
- Strong verbal and written communication skills
- Demonstrated ability to complete projects on time and on budget
- Demonstrated ability to complete or supervise completion of detailed progress schedules including CPM schedules.
- Strong negotiation skills