

## PROJECT MANAGER

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The **Project Manager** works closely with the Project Superintendent to plan, execute, monitor, coordinate, control, and close heavy/highway construction projects. The PM 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
- Prepare project specific financial projections 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
- Develop, price, prepare and present change order proposals
- Manages and reviews progress pay requests to ensure all available measures are taken to maintain positive cash flow
- Identifies extra work and manages negotiations and payments for extra work with owner's reps
- Identifies and tracks project issues that have significant, or potentially significant impacts on cost, manages the resolution of these issues
- Prepare and facilitate pre-construction strategy and execution meetings

### Required Skill/Knowledge:

- Minimum of 5 years of heavy highway or airport experience in projects ranging from \$5-\$20 million
- Knowledge of construction industry practices and procedures
- Demonstrated ability to multi-task across several projects
- Proficient in Outlook, Excel, Word, MS Project, P6, Viewpoint and HCSS Heavy Bid and Heavy Job
- Strong verbal and written communication skills
- Self-directed and motivated
- 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, detail oriented and good organizational skills