



JOB DESCRIPTION

EMPLOYEE INFORMATION

Name:

Hire Date:

Reports To: Jeff Kreofsky

Position Start Date:

JOB DESCRIPTION

Construction Project Manager

PURPOSE

Seeking an experienced Construction Project Manager who is responsible for overseeing several different types of construction projects. They will lead the project from initiation to close. Working with vendors, tracking equipment and materials inventory. This person should be knowledgeable in State and Federal regulations, permits and project management methodology. They should also work well with others, be highly organized, detail-oriented, meet deadlines and strive to stay within budget.

RESPONSIBILITIES AND DUTIES

- Responsible for the overall construction and closeout phases of project.
- Read and interpret plans, instructions, and specifications to determine work activities.
- Develop and implement the overall construction schedule with the entire project team.
- Review cost reports against budget with the project team and suggest appropriate solutions to resolve variances, which are communicated to management.
- Schedule and conduct project meetings and project closeout process.
- Facilitate schedule creation, maintenance, and compliance.
- Work together with on-site construction team and ensure thorough plan / specification review.
- Identifies and controls project risk, in coordination with the project team.
- Managing projects to achieve the established margin goal.
- Reviews and understands the implications of all contracts and contract documents and reports exposure(s) to management.



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- Enforces and supports project safety policies and practices.
- Develops and consistently implements, with support from project team, quality assurance/quality control policies and practices.
- Communicates job responsibilities and performance expectations to assure desired results.
- Resolve internal and/or external issues on construction sites.

QUALIFICATIONS

- Ability to travel throughout MN, IA, and WI for planned projects, and short notice emergencies.
- Minimum 5 - 7 years of experience working on Federal Government Projects.
- Bachelor's or associate degree in construction management, or a related field.
- Able to review plans and specs, develop project budgets, cost estimates, and assemble bid packages.
- Must have a clear Federal Background check and be able to pass a drug screening.
- Valid Driver's License.
- Capable of using Microsoft Project or other scheduling software, Experience with RS Means and AutoCAD preferred.
- Possess or able to obtain an OSHA 30 - Hour Construction Certification.

NORMAL DAILY WORK SCHEDULE

- Monday through Thursday
- 6:00AM – 4:00PM

This job description is not limited to the above content. Duties and Responsibilities may change at the discretion of Management.

Print Name: _____

Signature: _____

Date: _____