



Job title	<i>Project Manager</i>
Reports to	<i>Operations Manager</i>

Job Purpose

The Project Manager is responsible for planning, coordinating, and overseeing construction-site projects from inception to completion. This role ensures projects are delivered safely, on time, within scope, and within budget while maintaining quality standards and fostering strong communication between clients, subcontractors, and internal teams. The Project Manager works collaboratively with customers to create innovative solutions to identified challenges and proactively drives project success through foresight, analytical thinking, and creative problem-solving.

Duties and Responsibilities

Duties and responsibilities include but are not limited to:

- Plan, schedule, and manage all phases of assigned projects.
- Serve as the primary point of contact for clients, contractors, and vendors throughout the project lifecycle.
- Collaborate with customers to develop creative, practical solutions to project challenges and opportunities.
- Develop project scopes, budgets, and schedules, ensuring alignment with company objectives and client expectations.
- Coordinate internal and external resources, including field staff, subcontractors, and suppliers, to ensure timely and efficient project execution.
- Monitor project progress, track costs, and prepare regular status and financial reports for management and clients.
- Anticipate potential risks and problems, and implement mitigation and prevention measures to minimize project impact.
- Conduct site visits to ensure compliance with safety regulations, design specifications, and quality standards.
- Identify and resolve project-related issues or conflicts promptly to maintain progress and client satisfaction.
- Manage change orders, project documentation, and closeout procedures in accordance with company policies.
- Support pre-construction activities including estimating, bidding, and client presentations as needed.
- Promote a culture of safety, teamwork, creativity, and continuous improvement across all project activities.
- Perform other duties as assigned.

Qualifications

Qualifications include:

- Bachelor's degree in Construction Management, Engineering, or a related field (or equivalent experience).
- 3+ years of experience in construction project management or related field.
- Strong analytical skills with the ability to anticipate future challenges and implement proactive solutions.



- Demonstrated creativity in developing effective, practical project solutions and improvements.
- Strong knowledge of construction methods, materials, scheduling, and safety regulations.
- Proven ability to manage multiple projects and coordinate diverse teams effectively.
- Excellent communication, leadership, and organizational skills.
- Proficiency in project management and scheduling software (e.g., Knowify or Joist) and Microsoft Office Suite.
- Strong problem-solving and decision-making abilities under tight deadlines.

Working Conditions

The Project Manager will split time between the office and job sites. Conditions may include:

- Regular travel to project locations, client meetings, and vendor facilities.
- Exposure to outdoor construction environments and varying weather conditions.
- Extended periods of standing, walking, and use of computer systems for planning and reporting.
- Flexibility to work extended hours or weekends as required to meet project deadlines.