



Position Announcement

ECI Site Construction Management, Inc. is currently looking for a qualified, forward thinking Project Manager. To inquire about employment opportunities please email resumes to contact@ecisite.net.

Project Manager Position Description:

The Project Manager provides on-site direction and coordination with site superintendent for all aspects of construction for their assigned project(s). Required skills include knowledge of materials, methods, processes, procedures and equipment involved in the construction of buildings and related site work. Manage project costs to insure completion within budget expectations. Develop the project schedule in critical path steps and budget time required to meet deadlines. Inspect and review projects in progress to enforce compliance with plans, specifications, building and safety codes. Assist site superintendent with scheduling and directing all subcontractors and vendors through all activities to full completion of the project. Hold extensive knowledge of principles and processes for providing client satisfaction in meeting quality, cost and schedule expectations. Project Manager position preferred to have previous experience in construction estimating that includes multifaceted civil work including urban drainage, utility, roadway, bridge, and large acreage park development.

Secondarily, the successful candidate will be working in parallel with:

- ✓ Estimators (Internally)
- ✓ Business development / marketing administrator (internally)

Essential Functions:

- ✓ Manage all on site construction related activities, subcontractors and vendors
- ✓ Prepare purchase order and subcontract drafts for approval
- ✓ RFI correspondence to owner and subcontractors
- ✓ Interpret and clarify plans and contract terms to subcontractors professionally
- ✓ Obtain all project related permits and licenses from proper authorities
- ✓ Ensure SWMP and environmental requirements are met
- ✓ Compile & submit monthly owner billings
- ✓ Review and approve subcontractor and vendor pay requisitions
- ✓ Hold weekly site safety meetings, subcontractor site meetings and Client update meetings
- ✓ Enforce subcontractor compliance with building and safety codes from all authorities
- ✓ Implement on site quality control and adherence to plans and specifications.
- ✓ Proficient in developing project budget and schedule
- ✓ Document project progress and update schedule for review
- ✓ Complete and submit all field required reports and logs as required
- ✓ Must be able to successfully manage budgets and CPM schedules of project
- ✓ Perform all other related work, as assigned or as apparent

Qualifications:

1. Bachelor degree in construction management or similar with 1-5+ years of construction experience
2. Strategic, collaborative self-starter who is creative, persistent and results-driven.
3. Strong ability to read and understand plans and specifications, comprehensive knowledge of commercial construction means, methods and best practices and related systems
4. Ability to Evaluate plans, specifications and related construction documents for "Constructability"
5. Strong leadership and communication skills
6. Acute attention to detail in a professional atmosphere
7. Demonstrated ability to multi-task. Proficient in Microsoft applications

Additional education, training, and construction experience a plus.

Benefits including PTO, health insurance, Life Insurance, and 401k are available for employees after an introductory period.

Please reply to this posting with your resume (including prior work experience, relevant training/education, and professional/personal references) and we will reply to qualifying candidates.