



Job Title: Project Manager

Reports to: Senior Project Manager or Chief Operating Officer

Date Approved:

FLSA Status: Exempt

Salary Range: \$75,000-\$125,000 per year

Position Description:

The Project Manager provides on-site direction and coordination with site superintendent for all aspects of construction for their assigned project(s). Manage project costs to insure completion within budget expectations. Develop project schedule in a critical path method including budgeted production required to meet deadlines. Inspect and review projects in progress to enforce compliance with plans, permits, 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.

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
- ✓ Negotiate and manage the change order process with Owners and subcontractors
- ✓ Lead weekly OAC and subcontractor coordination meetings
- ✓ Enforce ECI crew and subcontractor compliance with building and safety codes from all authorities
- ✓ Implement on site quality control and adherence to plans and specifications
- ✓ Develop project budget and schedules and the management of both with cost to complete analysis and timely and accurate CPM updates
- ✓ Perform all other related work, as assigned or as apparent

Qualifications:

1. Bachelor's degree in construction management or similar with 2-5+ years of construction experience
2. Strategic, collaborative self-starter who is creative, persistent and results-driven
3. Hold extensive knowledge of materials, methods, processes, procedures, and equipment involved in civil infrastructure and related site work.
4. Strong ability to read and understand plans and specifications, comprehensive knowledge of commercial construction means, methods and best practices and related systems
5. Ability to Evaluate plans, specifications and related construction documents for "Constructability"
6. Strong leadership and communication skills
7. Acute attention to detail in a professional atmosphere
8. Demonstrate ability to multi-task
9. Proficient in Microsoft applications and Procore Management System

ECl Site Construction reserves the right to modify this description at their discretion. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.