



Name:			
Job Title:	Project Manager		
Full-Time/Part-Time:	Full-Time		
Exempt/Non-Exempt:	Exempt		
Supervisor:	John Muller		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Oversee construction projects from conception to completion. • Self-Management of schedule and tasks. • Manage the budget, estimate costs, invoice in a timely manner and review job costing. • Determine the necessary equipment, materials, and manpower needed. • Ensure supplies and equipment are ordered and delivered according to the schedule. • Collaborate with subcontractors and key team members for the project. • Obtain the appropriate permits and licenses from authorities for construction sites. • Hire appropriate subcontractors and negotiate pricing. • Ensure all deadlines are met. • Resolve any problems that may arise and evaluate all risks. • Communicate with the responsible parties to ensure quality construction exceeds company standards and proper industry techniques and processes are utilized, while ensuring the clients' needs and wants and efficiently met. • Work effectively to ensure completion and dates are met with customers being satisfied with the end result. • Approve job related costs (i.e., vendors and subcontractors) <p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Excellent knowledge of construction materials and equipment. • Highly organized. • Knowledge of MS Office Suite. • Understanding of construction management processes. • Conflict resolution and conflict management experience. • Excellent time management ability. • Able to multitask with a strong understanding of core manager duties. • Excellent communication skills and interpersonal abilities. • Excellent knowledge of relevant rules and regulations as well as quality standards. • Ability to budget, schedule, negotiate, and control costs. • Ability to read and understand blueprints and drawings. 			
Employee Signature		Date:	
Manager Signature		Date:	