



PROJECT MANAGER

GENERAL PURPOSE OF JOB

The position of a Project Manager is to ensure that the project is planned and executed in a safe, profitable manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure Safety First Attitude through Project and Field management down to every Crew Member.
- Supervise, manage, and direct the selection, training, development, appraisal and work assignments of personnel.
- Develop and maintain a working relationship with the owner or the owner's representative.
- Have a strong understanding of the work specifications and contract responsibilities to anticipate project conflicts.
- Oversee the project shop drawings, subcontracts, purchase orders and monthly pay estimates.
- Select and oversee Subcontractors and Suppliers.
- Create, update, review and maintain budget for project.
- Monitor the cost of Equipment on the project.
- Schedule the project in logical steps and budget time required to meet deadlines.
- Oversee daily field activities and progression of project.
- Whatever enhances the operations of the company.

OTHER DUTIES AND RESPONSIBILITIES

- Comply with all safety policies, practices and procedures. Report all unsafe activities to Safety Representative and/or supervisor.
- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership to others through example and sharing of knowledge/skill.

EDUCATION AND EXPERIENCE

- 8+ years experience building highways/roads as a Project Manager is required
- Experience with project exceeding \$50M as the acting Project Manager
- BS in Construction Management, Civil Engineering, or other related degree; or equivalent experience

CERTIFICATES, LICENSES, REGISTRATIONS

- Drivers License, OSHA10/30, SWP3, First Aid and CPR

COMPUTER OPERATIONS

- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Exposure and some experience with the following software:
 - Microsoft Office: Outlook, Word, Excel
 - Primavera 3 and 6