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SEEKING A PROJECT MANAGER POSITION

Introduction to Summit Construction

Summit Construction Company is a commercial construction manager with more than 25 years' experience in the industry. We specialize in general contracting, design-build, CM, and CMR based projects. We are looking to expand our core team and add a project manager to our project staff.

Project Manager Position:

Our Project Managers plan commercial construction projects and oversee their progress to ensure a safe, timely and cost-effective delivery.

Key Skills Required:

- *Minimum* 3-5 years of experience in construction project management
- Bachelor's Degree in Construction Management or Civil Engineering preferred
- Competent and understanding of safety and OSHA rules
- OSHA 10 or 30 card preferred
- Computer Skills; Microsoft Office, Excel, Word, and Suretrak or similar scheduling software
- Experience with estimating and scheduling required
- Must be able to work in a team environment
- Must possess excellent communication skills



Responsibilities:

- Oversee and direct construction operations throughout the duration of the project
- Manage financial performance of the construction operations
- Ensure client satisfaction
- Review the project in-depth to schedule deliverables and estimate costs
- Understand building and site plans to ensuring projects are built in accordance with the plans, specifications and client expectations
- Coordinate and direct construction workers and subcontractors
- **Coordinate and oversee the project superintendent on all aspects of construction**
- Review the work progress on daily basis
- Prepare internal and external reports pertaining to job status
- Coordinate with architects, mechanical, electrical, structural and civil engineers to ensure the project is build per the design documents
- Develop and maintain documentation and processes required within the scope of the project
- Write complete and thorough scopes of work for each construction trade
- Negotiate and execute contracts with all project subcontractors
- Prepare owner pay applications and process for payment
- Ensure quality construction standards and the use of proper construction techniques

Compensation & Benefits:

- Competitive salary & bonus structure
- Healthcare including medical, dental and vision
- 401k
- Tuition Reimbursement
- Vacation days
- Personal days