



PROJECT MANAGER

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 built 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

Summit Construction is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to sex, race, color, national origin, age, religion, marital status, military service, sexual orientation, genetic information, gender identity, or any other characteristic or trait protected by federal, state, or local law.