

## **Project Manager**

### **Job Description**

This position requires occasional travel as it will be necessary at various times for the applicant to work in the field. A successful candidate is willing to learn the fundamentals of our business and apply them to design engineering, estimating, scheduling, cost control analysis, contract and construction management. This position requires excellent communication skills and the ability to organize multiple concurrent tasks.

### **Primary Duties:**

The duties of this position include, but are not limited to, the following:

- Ensure work is completed in a safe and efficient manner.
- Develop construction project work plans with superintendent.
- Compile and plan budgets, cost estimates, and other financial estimates.
- Coordinate, plan, and manage job schedules.
- Ensure projects are completed on time and within budget through job-cost tracking and project scheduling.
- Develop geotechnical design solutions, plans, and calculations packages for projects.
- Participate in interfacing with clients and design teams.
- Material procurement: order and manage materials and equipment.
- Provide internal reporting and projections for project.
- Oversee and supervise construction project progress and provide reports on timeline, progress, and adjustments.
- Perform submittal preparation and estimate potential future work with bid proposals.
- Oversee and implement all aspects of contract management and construction management over the full lifespan of a project.

### **Qualifications:**

- B.S. Degree in Civil Engineering, Geotechnical Engineering, or equivalent.
- 5-8 years of similar work experience.
- AutoCad and scheduling software such as Microsoft Project or Primavera is required.
- Working knowledge of MS Office applications.
- Experience with estimating software such as HCSS is desired, but not necessary.