

POSITION DESCRIPTION

POSITION TITLE	Construction Project Manager
DEPARTMENT	Construction Operations
PAY STATUS	Exempt
REPORTS TO	Operations Manager
SUPERVISES OTHERS	Yes

SUMMARY

The Project Manager is responsible for managing all aspects of one or more construction projects to include safety, schedule, budget and quality. This individual is the primary contact for customers and vendors related to assigned projects.

RESPONSIBILITIES

- Collaborate with project team members to develop and execute construction projects.
- Develop and manage project schedules to ensure project deadlines are met.
- Actively manage the budget of each assigned project meeting established goals.
- Communicate effectively and professionally with all interested parties.
- Ensure safety standards are maintained on project sites.
- Invoicing for assigned projects and review and approval of vendor invoices.
- Create and issue subcontracts and purchase orders.
- Manage the design and construction of design-build projects.
- Manage all project documentation to include contracts, submittals, RFIs, internal reporting, etc.
- Other responsibilities as assigned by the Operations Manager.
- Prepare correspondence with Owner, Architect, Engineers, Subcontractors, Suppliers, etc.

QUALIFICATIONS

- Effective and professional verbal and written communication skills
- Strong organizational and problem solving skills
- Proficient in the following programs:
 - Microsoft Excel
 - Microsoft Word
 - Microsoft Project
 - Primavera P6
- Ability to manage multiple projects simultaneously.
- Self-motivated with the ability to work under minimal supervision.
- Strong organizational and problem solving skills.
- Proficiency in general office equipment and Microsoft Excel and Word.
- Ability to adapt to changing demands and priorities.

- Ability to identify and resolve potential problems proactively.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Engineering, Construction Management or equivalent.
- 5+ years of experience managing commercial, industrial, or healthcare projects.

EDUCATION AND EXPERIENCE PREFERENCES

- 5+ years of experience managing Government projects including U.S. Army Corps of Engineers.
- DBIA, LEED, CPC, CCP or equivalent professional certification.

PHYSICAL REQUIREMENTS OF POSITION

- Must demonstrate ability to pass pre-employment drug screen.
- Visual and auditory skills.
- Must be able to operate computer, telephone and other commonly used office equipment.
- Ability to work outdoors in extreme conditions such as cold and heat on an occasional basis.
- Standing, climbing, bending and stooping.

ADDITIONAL NOTES OR COMMENTS

- Must be willing to assist team in any area when requested.
- Must comply with HGL Construction employee business conduct guidelines.
- Occasional travel may be required.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.