Construction Project Manager

Schedule: Full-Time | Location: In-Person |

Description

Are you a driven construction professional who thrives on turning plans into reality? We're looking for an experienced **Construction Project Manager** to lead projects from pre-construction through completion, ensuring quality, safety, budget, and schedule goals are met. If you excel at coordinating teams, solving complex challenges, and delivering exceptional results, we'd love to hear from you.

The Salary Listed from $70,000 to $100,000 annually is reflective of base pay only. This position is eligible for bonus opportunities.

Manages all aspects of construction projects from inception to conclusion.

Essential Functions:

• Quality, quality, quality… Holding ourselves and subcontractors to the highest possible quality.

• Organize, organize, organize…any person at any time must be able to find any file or paper of documentation within seconds

• Documentation, documentation, documentation…. Take notes with dates/times of every conversation. Email is a great source of documentation; after an important phone conversation follow up with an email to summarize the conversation in order to document

• Over communicate: with superintendents, subcontractors, owners, architects, inspectors, and etc.

• Ensures accurate estimating and conducts value engineering efforts

• Create schedules; sharing with owners, architects, subcontractors, superintendents

• Create progress meeting agendas and writing meeting minutes

• Reviews and approves submittals/shop drawings

• Design work and drafting

• Ensures the project is built to the plan/specifications

• Writes subcontract agreements

• Ensures projects stay underestimated budgets

• Ensures projects are completed within scheduled timeframe

• Submits monthly pay requests to architects/owners

• Reviews and approves subcontractor pay requests

• Preforms material take-offs, ordering materials, and coordinating delivery of all materials

• Coordinate delivery of all necessary equipment

• Coordinate necessary manpower

• Provide continual support for superintendents and carpenters

• Prepare project close outs; gather and maintain all Operation & Maintenance manuals

• Write requests for information (RFI's)

• Write change proposals/change orders

• Maintain onsite safety requirements

• Call on/stop in and meet potential clients, find leads

• Maintain the upmost professionalism; dress professionally, speak professionally, carry yourself with professional body language, write emails professionally

Requirements

Job Qualifications:

· Bachelor's degree in Construction Management preferred

· Five years' experience as a Commercial Construction Project Manager preferred

· Valid driver's license

Travel:

Travel is primarily local during the business day, although some projects may require more out-of-the-area and overnight travel.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The team member is required to sit at a desk and use a computer workstation, to stand, walk, use hands and fingers, handle, or feel objects, tools or controls; reach with hands and arms, climb stairs; balance, stoop, kneel, crouch or crawl, talk and hear. The team member may occasionally have to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The team member is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment and job sites can be loud.

About Americon

Americon Construction is a self-performing general contractor specializing in design-build, construction management, and traditional lump-sum delivery. Since 1980, we have built a diverse portfolio of commercial, multi-family, industrial, institutional, residential and agricultural projects ranging from small developments to large-scale construction while retaining the finest craftsmen possible.

We are a relationship-driven company focused on quality work, strong partnerships, and solving complex construction challenges through accountability, craftsmanship, and teamwork.