

JOB TITLE: PROJECT MANAGER**DEPARTMENT:** CONSTRUCTION**DIVISION:** Central Region**FLSA:** EXEMPT**DATE OF REVISION:** Jan 2016**1. PRIMARY FUNCTION**

- Oversee everyday affairs of jobsite. Responsible for maintaining project schedule and overall quality. Supervision of all on-site project personnel. Ensure project compliance with all building codes and governing authorities' requirements.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES (Should be a minimum of 5-8)

- Ensure that all project goals are met.
- Monitor quality of workmanship and materials on project.
- Schedule with Superintendent, all vendor's deliveries and the work of subcontractors.
- Coordinate subcontractor submittals to construction and development departments.
- Maintain weekly status reports on project for supervisory review.
- Review and approve monthly pay applications.
- Prepare and log RFI's and change orders.
- Supervise and delegate work to the positions of Superintendent, Assistant Superintendent, Field Engineer, Punch Carpenters and Laborers.
- Maintain records of job costs.
- Promote safety on the projects and monitor subcontractor's work as to compliance with the comprehensive project safety program.
- Conduct material take-off prior to construction to verify quantities.
- Manage all administrative functions of the project.

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (Could be 1-3)

- Assist in local permitting process.
- Ensure that all training requirements are met for project management staff.
- Other duties as assigned by the Construction Manager.
- Maintains, if applicable, communication/coordination with framing national supplier.

4. KNOWLEDGE AND EXPERIENCE REQUIRED

A. EDUCATION:

- A high school diploma or equivalent. Bachelor's degree and additional vocational training preferred.

B. LICENSES OR CERTIFICATIONS REQUIRED:

- CCM preferred

C. RELATED WORK EXPERIENCE: []

- | | | | |
|--------------------------|--------------------|-------------------------------------|------------------|
| <input type="checkbox"/> | None | <input type="checkbox"/> | 4 - 6 years |
| <input type="checkbox"/> | 6 months to 1 year | <input checked="" type="checkbox"/> | 7 - 9 years |
| <input type="checkbox"/> | 1 - 3 years | <input type="checkbox"/> | 10 or more years |

Describe the nature of the prior experience (what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, software experience, management experience, etc.):

- Minimum of six years of construction experience with at least three years of supervisory experience. A minimum of three years multi-family construction experience required.

D. OTHER CONSIDERATIONS (*communications, interpersonal skills, etc.*):

- Must be familiar with multi-family construction procedures. Must have good knowledge of construction building codes. Must have excellent written and verbal communication skills. Must have good working knowledge of construction estimating and scheduling practices. Must demonstrate managerial skills appropriate with this position. Must be PC proficient.

APPROVALS:_____
TEAM LEADER_____
DATE_____
HUMAN RESOURCES_____
DATE

[See following page for Physical Demands]

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

5. PHYSICAL DEMANDS - Please check [] the areas that predominately apply.**Physical Factors**

- Standing Stationary
 Standing/Moving About
 Sitting
 Climbing
 Bending (stooping/crouching)
 Kneeling
 Crawling
 Reaching
 Handling
 Talking
 Driving
 Smelling

Hearing

- Normal Noise Level
 Occasional Loud Noises
 Constant/Very Loud Noise
 Constant Low Level Noise

Hazardous Conditions

- Respiratory Irritants
 Skin Irritants
 Allergic Irritants
 Wet Work- Hands
 Wet Work-Feet
 Operation of Heavy Equipment
 Climbing Ladders
 Working in High Places
 Use of Electrical Equipment
 Use of Sharp Utensils
 Exposure to Blood and Bodily Fluids

Carrying

- Up to 10 lbs.
 10 - 20 lbs.
 20 - 50 lbs.
 50 - 100 lbs.
 100+ lbs.

Lifting

- Up to 10 lbs.
 10 - 20 lbs.
 20 - 50 lbs.
 50 - 100 lbs.
 100 + lbs.

Push/Pull

- Up to 10 lbs.
 10 - 20 lbs.
 20 - 50 lbs.
 50 - 100 lbs.
 100+ lbs.

Visual Demands

- (Indicate yes or no)
 YES Vision Essential
 Vision Not Essential

Environmental Demands

- Indoor
 Outdoor
 Hot Environment
 Cold Environment

Other
