

JOB DESCRIPTION: Heavy Construction Project Manager**LOCATION: Alleghany County, Covington, Virginia Area**

The Project Manager is responsible for estimating, planning, executing, and evaluating projects according to project specifications, timelines and budgets. The Project Manager will be the primary contact with the Owner, Subcontractors, Suppliers and other company personnel.

Essential Job Duties/Responsibilities:**THE CONTRACT**

- Read, understands, and ensures compliance with all elements of all required/applicable contracts
- Attends all meetings with the Owner
- Reviews and approves monthly subcontractor pay requisitions
- Ensures that subcontracts are drafted and executed in a timely manner to facilitate project schedule
- Ensures the acquisition of permits, bonds, and insurance through appropriate channels as required
- Manages and monitors the RFI system
- Closely monitors all Subcontractor performance in order to ascertain that each subcontractor is in compliance
- Manages and monitors the shop drawing submittal process
- Ensures that all field records are being kept
- Documents important transactions, agreements, delays or events relating to contract, to ensure company's best interest is served and protected
- Ensures that changes are correctly posted to budget and other tracking systems
- Efficiently completes project closeout in accordance with contract documents
- Prices, negotiates, and collects for all change orders and extra work
- Participates in, performs or directs the buyout of the project. Solicits, acquires, and contracts vendors and subcontractors

SCHEDULES

- Develops a schedule that complies with the customer's needs, adheres to the terms of the contract, and supports the planning the needs of the company
- Maintains and updates the schedule
- Interfaces with subcontractors and/or vendors to ascertain that work and materials are on schedule

ESTIMATING

- Review and investigate potential projects, develop cost estimates, fill in and submit bid documents, and draft proposals.

BUDGET

- Fully manages all financial aspects of the project
- Oversees the field purchases by monitoring and approving job-site purchase orders and invoices to assure compliance with company policies and budget

QUALITY

- Ensures that quality standards of the contract are met and included in all subcontracts and other agreements

- Maintains excellent customer satisfaction levels at all times by timely addressing client concerns. Assures that all correspondence, submittals, shop drawings, billings, etc., are produced with a high level of professionalism.
- Ensures that work is performed with an acceptable level of workmanship and that products and material to be used meet contract standards
- Ensures that all closeout documents, warranties, and extra stock are properly submitted to the owner. Ensures all warranty is completed in accordance with contract documents and company policies.

SAFETY

- Communicates, supports, and enforces corporate safety effort
- Cooperates with Corporate Safety managers to ensure OSHA compliance at jobsites

Skills/Knowledge/Abilities

- Effectively communicates with employees at all levels of the organization
- Effective decision maker
- Possesses a sense of urgency in pursuing completion of job responsibilities
- Resolves conflict in a professional manner

Education and Experience

Any combination of education and experience providing the required skills and knowledge for the successful performance would be considered. Must have a willingness to uphold ethical standards, laws, and company policy and procedures