

772740 Airport Dr., Suite 300

Columbus, Ohio 43219

8

**Job Title:** Federal Construction Project Manager

**Status:** Full Time

**Reports to:** President & CEO and VP of Construction

**Job Summary**

The Construction Project Manager is responsible for managing all aspects of a construction project, including invoicing, vendor billing, schedule and budget management, and communicating with customers. This individual must display a high degree of professionalism, organization and cooperation with customers and coworkers.

**Essential Job Responsibilities**

**Include the following. Other assignments, projects, and duties may be required:**

* Develop a high-performance team through supervision, training, coaching, and mentoring. Ensure regular feedback is shared with staff including timely completion of employee performance appraisals.
* Understand and administer Company’s contract, subcontract agreements, change orders and material purchases.
* Foster and enhance owner, architect, subcontractor and vendor relations.
* Establish, update, and communicate Master Project Schedule and manage its implementation.
* May work with preconstruction team in development of project.
* Manage budget and financial reporting, interpret and analyze reports to insure adherence to project budget.
* Manage the quality assurance/quality control program.
* Provide leadership in risk evaluation, contract negotiations, fee and pricing decisions.
* Ensure strict adherence to ethics and compliance requirements throughout the business unit.
* Manage and oversee field operation and engineering processes and procedures.
* Drive competencies to team on requirements for insurance, labor relations, and employee relations.
* Drive enforcement of safety protocols by the project staff.
* Work with Accounting to initiate pay application process and follow up to ensure payment is received in a timely manner.
* Keep management informed on progress of project and budget through regularly scheduled Operation Review Meetings
* Review and validate outside vendor invoices
* Monitor all project financials, tracking planned cost vs. actual. Job progress vs. amount billed
* Review customer billing requirements within the contract and complete as necessary.
* Ensure project file integrity (confirm that all project docs have been collected i.e. bonds, insurance, subcontract signed and fully executed as applicable), project specs, safety plans
* Validate project field report
* Work directly with account payable, subcontractors, accounts receivable, and federal and state agencies as needed for tax issues, government reporting, and/or wage issues, etc.
* Travel a minimum of twice monthly to project jobsites across the country

**Job Skills & Qualifications**

* 5 — 10 years’ experience as project manager preferred
* Experience working directly with Federal Government on construction contracts strongly preferred, but lack of this experience will not exclude you from consideration
* Experience working in a fast-paced office environment
* Proficient with spreadsheets and project management software (Procore, Microsoft Project and QCS preferred)
* Ability to multi-task and prioritize workload
* Exceptional organizational skills
* Ability to manage multiple priorities, effective team player, self-motivated, quick learner
* Excellent communication skills with the ability to read, write and communicate fluently in English
* Superior written, oral and digital communication skills
* Email, internet, Excel, Word (MS Office products) and others to include Procore construction management software

**Desired Job Requirements**

* Construction Project Management: minimum 5 years
* Federal Government Construction Project Management: minimum 5 years
* Budgeting: minimum 5 years

**Working Conditions**

* Ability to work full-time (8am – 5pm)

**Compensation**

* Base salary commensurate with experience plus commission plan.

**Direct Reports**

* No Direct Reports

**Physical Demands**: 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. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, and taste or smell. The employee will need the ability to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

**DISCLAIMER**: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**