

JOB DESCRIPTION

POSITION TITLE:

Project Manager

DEPARTMENT:

Construction

INCUMBENT:

REPORTS TO:

Senior Project Manager

DATE:

November 2021

GENERAL FUNCTION:

Project manager oversees a wide range of commercial, and industrial construction projects. In this role, the project manager monitors and directs contractor activities from the start of the job until its completion. This position requires high levels of organization and attention to detail to ensure that contractors complete their work according to time and budget expectations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage project schedules, subcontractors, pre-construction efforts, conceptual design & estimating phases, and clients through delivery.
- Obtain necessary permits, approvals, and other regulatory prerequisites.
- Maintain and build strong relationships with existing and new clients to help generate contract and proposal opportunities.
- Provide technical leadership for Hargett's existing team members.
- Review drawings and shop drawings produced by Hargett for conceptual design and other consultants/subcontractors in various disciplines included, but not limited to, architectural, civil, structural, mechanical, electrical and fire protection.
- Have solid understanding of planning requirements for local jurisdictions.
- Act as a technical resource with both internal and external customers.
- Work in tandem with company leaders in preparing estimates, proposals, setting project schedules and meeting project expectations for delivery and deliverables.
- Help to develop project management controls, processes, and procedures for Hargett projects.
- Ensure work is done in compliance with all relevant building and safety codes.
- Assist Hargett's Construction Division with various needs, as time allows.
- Maintain job site safety and ensure that contractors and crews are following proper safety protocols.
- Assemble and process Subcontractor and Owner contract agreements, pay applications and change orders.

QUALIFICATIONS:

- Bachelor's degree in Building Construction, Construction Management, Civil Engineering or Architecture or significant related construction and contracting experience.
- Effective leadership and coordination skills are a must.
- Strong problem-solving skills and attention to detail.
- Financial management skills to remain profitable and meet budgets.
- Effective written and verbal communication skills.
- Computer skills: MS Outlook (email), MS Excel, MS Word, MS Project (scheduling), Bid Platforms (building connected, iSqFt, Plangrid or other), Accounting Systems (Acumatica Timberline, Foundation, or other) and Bluebeam.

PHYSICAL DEMANDS:

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

Employee is regularly required to use hands and fingers, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand, walk, stoop, kneel or crouch. The employee is required to sit. The employee must regularly lift and/or move up to 10 pounds, and occasionally move up to 50 pounds. Employee must be willing to work in varying weather conditions and temperatures. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT:

Characteristics of the work environment are representative of those that may be encountered by an employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

We understand and mutually accept that the above description and supplement represent our agreements as to the job to be performed.

Employee

Date

Supervisor

Date