

## JOB DESCRIPTION

**POSITION TITLE:**

Project Manager

**DEPARTMENT:**

Construction

**INCUMBENT:**

**REPORTS TO:**

Senior Project Manager

**DATE:**

October 2022

**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.
- 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.

