

JOB DESCRIPTION

POSITION TITLE:

Site Manager

DEPARTMENT:

Construction

INCUMBENT:

REPORTS TO:

Project Manager

DATE:

November 2021

GENERAL FUNCTION:

Site managers oversee a wide range of commercial, and industrial construction projects. In this role, the site 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, and clients through delivery.
- 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 proposals, setting project schedules and meeting project expectations for delivery and deliverables.
- Help to develop site management controls, processes, and procedures for Hargett projects.
- 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.

QUALIFICATIONS:

- Bachelor's degree and 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.

