



WE ARE HIRING!

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CONSTRUCTION PROJECT MANAGER



We are seeking a qualified Project Manager for the management of projects through all phases of development, including planning, manufacturing, installation, and erection (structural steel and miscellaneous steel and architectural metals and canopies), procurement, construction administration, and warranty administration as well as the oversight of design consultants, contractors, and stakeholders.

Job Description

The Project Manager will be responsible for the overall coordination of projects, including the following:

Responsible for managing the project schedule and ensuring all deliverables are timely. Professional and administrative work in the management of commercial steel and architectural panel projects of various scales and complexities.

The ideal candidate will have experience managing construction projects with an aptitude for and ability to manage a variety of challenging projects. The candidate will possess experience in the preparation of scope, budget, schedule, and management of projects through all phases of development, including planning, programming, design, bid documentation, procurement, construction administration, and warranty administration, as well as the oversight of consultants, contractors, and stakeholders.

DUTIES & RESPONSIBILITIES

- Performs advanced professional and administrative work in the management of construction projects.
- Works under limited supervision, reporting major activities through periodic meetings. Management may assign additional functions related to the type of work of the job as necessary. Develops and prepares estimates of quantities and costs for a variety of projects. Assists consultants in the development of projects; issues work orders to consultants; reviews consultants' plans and specifications at various stages of development for conformance to design standards, completeness, and accuracy; monitors consultants' estimates and verifies consultant's invoices and recommends payment.
- Coordinates project schedules and assists in conducting pre-bid conferences; assists in preparation of bids.
- Assists and attends pre-bid construction meetings and reviews field inspection reports. Assists in the preparation of schedules and monitors construction progress; assists in the preparation of change orders.
- Reviews punch list of any deficiencies; arranges for correction of defects during the warranty period and conducts inspection at the end of the warranty period to ensure correction of defects. Prepares required paperwork for closing the project, site analysis, and submits management reports. Identifies and resolves issues as they arise.
- Makes recommendations regarding hiring, discipline, and promotions of subordinates; evaluates employee performance. Performs related work as assigned. Involves routine and frequent exposure to traffic moving machinery.

REQUIREMENTS:

- An Associate's degree from an accredited college or university with major coursework in architecture, civil engineering, construction management, or a closely related field.
- Two (2) years of professional engineering and/or construction management experience or closely related experience.