



## **PROJECT MANAGER**

Plan commercial construction projects and oversee their progress to ensure a safe, timely and cost-effective delivery.

### **Responsibilities:**

- Oversee and direct construction operations throughout the duration of the project
- Manage financial performance of the construction operations
- Ensure client satisfaction
- Review the project in-depth to schedule deliverables and estimate costs
- Understand building and site plans to ensure projects are built in accordance with the plans, specifications, and client expectations
- Coordinate and direct construction workers and subcontractors
- Coordinate and oversee the project superintendent on all aspects of construction
- Review the work progress on daily basis
- Prepare internal and external reports pertaining to job status
- Coordinate with architects, mechanical, electrical, structural and civil engineers to ensure the project is build per the design documents
- Develop and maintain documentation and processes required within the scope of projects
- Write complete and thorough scopes of work for each construction trade
- Negotiate and execute contracts with all project subcontractors
- Prepare owner pay applications and process for payment
- Ensure quality construction standards and the use of proper construction techniques

### **Skills/Qualifications:**

- Minimum 3-5 years of experience in construction project management
- Bachelor's Degree in Construction Management or Civil Engineering preferred
- Competent and understanding of safety and OSHA rules
- OSHA 10 or 30 card preferred
- Computer Skills; Microsoft Office, Excel, Word, and Suretrak or similar scheduling software
- Experience with estimating and scheduling required
- Must be able to work in a team environment
- Must possess excellent communication skills

### **Compensation and Benefits:**

- Competitive salary and bonus structure
- Medical, dental and vision benefits
- 401k with employer match
- Vacation and personal days
- Tuition Reimbursement

## **Why work at Summit Construction?**

Summit Construction provides a positive, friendly, and supportive work environment. We highly value and respect work life balance, and the personal and professional development of all our employees. We demonstrate this through our community and family-like culture, career development opportunities, and compensation packages. People at Summit Construction are passionate about giving back to others and being a part of something bigger than themselves. Through our mission - to provide an excellent construction management experience while making a positive impact on communities - we ease the minds of our clients, and work together to reinvest in our neighborhoods.

*Summit Construction is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to sex, race, color, national origin, age, religion, marital status, military service, sexual orientation, genetic information, gender identity, or any other characteristic or trait protected by federal, state, or local law.*