

PROJECT MANAGER I

REPORTS TO: Regional Manager
SUPERVISES: Superintendents, Project Manager Assistant
PAYROLL STATUS: Exempt

PURPOSE OF THE POSITION: Provide overall management direction for projects with primary control to implement profit/loss strategies for each project and develop new business opportunities relative to a particular Client, group of Clients or geographical area.

TYPICAL DUTIES:

1. Plan, organize and staff key field positions through Regional Manager.
2. Establish project objectives, policies, procedures and performance standards within boundaries of corporate policy.
3. Initiate and maintain liaison with prime client and A/E contacts, to facilitate construction activities.
4. Monitor/control construction through administrative direction of on-site Superintendent to ensure project is built on schedule and within budget; investigate potentially serious situations and implement corrective measures.
5. Manage one or more construction projects in the range of \$5 to \$11 million.
6. Represent company in project meetings; assist in labor negotiations/strategy meetings, etc.
7. Manage financial aspects of contracts (fee payment, rental equipment, income/expenses, expedite pay application, etc.) to protect company's interest and simultaneously maintain good relationship with Client.
8. Makes decision and recommendations which can greatly impact corporate relationship with Client and profitability of projects which they manage.

OCCASIONAL FUNCTIONS: Taking bids/quotes; preparing test reports; attendance of seminars; estimating.

EDUCATION, SKILLS, QUALIFICATIONS, AND EXPERIENCE:

- 4 year engineering or construction management degree or equivalent or equivalent field or office experience.
- Extensive (five to ten years) experience/knowledge of construction, design, finance and management required. Must have proven track record showing continued development and growth.
- Must be able to apply innovative and effective management techniques to maximize employee performance.
- Thorough understanding of corporate and industry practices, processes, standards, etc. and their impact on project activities vital.
- Superior communication and interpersonal (tact, diplomacy, influence, etc.) skill essential. Must be a skilled business person.

PHYSICAL ACTIVITIES: Rarely any requirements outside normal range of daily movements, but occasionally light lifting (up to 20 pounds) is required.

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