

POSITION DESCRIPTION

Position: Construction Manager

Report to: Operations Manager

Subordinates: General and Labor Foreman, Laborers, Operating Engineers, Welders, Subcontractors as well as Vendors and Suppliers

Profile: Plan, staff, direct, coordinate, budget review and decision making on various types of projects

Duties and Responsibilities:

- Schedule project in logical steps to meet budget and deadlines
- Determine labor, equipment and material requirements via detailed discussions with Foreman in accordance with review of estimate
- Monitor project via inspections to verify compliance with safety
- Interpret, understand and the ability to explain contract terms, whether sub or vendor contracts or union contracts[Union contracts can be accessed via the following: Agcofnj.com id=agcofnj password=active2012
- Develop and monitor Schedule of Values both company's and subcontractor's verifying work completed matches amounts being billed
- Tracking of project man hours and units completed, to verify against quantities billable
- Review and understand specifications of each project
- Budget tracking and understanding to make financial decisions regarding each owned project
- Secure long term or specialized material or products
- Evaluate construction methods, determine if best practices are being used for safety, quality and production
- Be proactive regarding delays, bad weather, emergencies and change of scope regarding each project
- Cost tracking
- Understand how effectively managing the Planning, Cost, Time, Quality, Contracts and Safety of each project can produce good results
- Evaluate and report on subordinates including subs and relay information to Operation Manager and Estimating group on both high and low performers
- Continually develop relationships with existing clients as well as forming relationships with new clients
- Adhere to code of conduct-Employee Handbook
- Daily communication with other Construction Managers regarding need changes in personnel and equipment
- Weekly report of job status to owners or owners representatives