Job Description – Project Manager

Work Location: Bay Area

Division/Department: Construction Management

Reports to: Regional Manager	**Salary range: $115k-$175k**
☒**Full-time** ☐**Part-time** ☐**Intern**	☒**Exempt** ☐**Non-Exempt**

Essential Duties and Responsibilities:

- Responsible for day-to-day execution of project controls, project engineering, cost, risk, and business management
- Management of Projects (schedule and budget)
- Mentor, develop and train team members for fast-paced growth
- 100% detailed/hands-on knowledge of project scope
- Key point of contact with general contractor and owner
- Facilitate solutions to projects and support jobsite requirements
- Accountable for project completion and financials, critical success factors, customer satisfaction results

Job Specifications:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency in Microsoft Office (Word, Excel, Outlook) and Bluebeam
- Skilled in numerous project management and construction management software including Primavera (P6), Microsoft Project, Procore, Prolog, and Vista by Viewpoint
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and able to communicate with clients, senior engineers, detailers, along with union personnel
- Proficient in budget creation/management, scheduling, estimating, preconstruction, and construction management.
- High school diploma or GED required, 4 year degree in construction management or mechanical engineering strongly preferred

Able to:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards