



## Project Manager

---

**Department:** Field Operations

**Reports to:** COO

**FLSA Status:** Exempt

**Approved by:** COO

**Revision Date:** January 31, 2017

**Supervisory Role:** Yes

---

### Essential Duties and Responsibilities

Plans and directs construction engineering projects such as roads, airports, bridges, channels, dams, pressure pipelines, storm drainage, sanitary gravity sewer, lift stations, WWTP and WTP by performing the following duties and other duties as assigned.

- Directs and controls projects from contract award through contract close-out.
- Sets up and maintains project budget, job costing and progress quantities.
- Processes all subcontractor billings and all material suppliers invoicing.
- Performs project financial forecasting for submission to Controller.
- Creates and updates projects schedules in collaboration with Superintendents and disseminates schedule information to project owners and Company personnel.
- Reviews contracts becoming familiar with all performance measurement, bonding and FDOT and payment terms.
- Ensures that submittal reviews and contract compliance are done and complete.
- Attends and leads project progress meetings.
- Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards.
- Plans, investigates, and surveys structures and equipment to determine feasibility and options.
- Supports field supervision by performing plan take-offs, acquiring subcontractors, vendors and materials, and providing administrative functions required on contract-related issues.
- Monitors the quality of work performed by sub-contractors. Resolve billing issues by obtaining information for all parties and determine best course of action.
- Manages contractual commitments for contractors including costs, quality, schedule, and field activities.
- Maintains quality of work in accordance with the standards specified in the design documents.
- Tests construction materials to meet quality assurance requirements of the design.
- Maintains effective communications and coordination between the company, the owner and the design engineer to ensure timeliness of construction.
- Implements MOT traffic and pedestrian control impacts for project.
- Checks all pay applications for accuracy. Submit pay application packages to client in a timely and efficient manner.
- Verifies as built drawings performed by licensed surveyor.
- Schedules and leads post construction evaluation meeting with COO and Estimating.
- Directly supervises employees in the Project Management department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Is responsible for all financial aspects of project including collections to optimize profit.
- Is responsible for project operations to fully comply with contract documents
- Establishes and maintains professional working relationships with owners, architects, engineers, and subcontractors.
- Participates in preparation and review of estimates as needed

### Our People Make the Difference with Pride, Integrity and Quality

1000 Jetstream Dr.  
Orlando, FL 32824

Phone: 407.856.8180  
Fax: 407.856.8182

[www.primeconstructiongroup.com](http://www.primeconstructiongroup.com)



### **Qualifications, Education, Experience and Certifications**

- Five (5) to ten (10) years' experience in Project Management or similar position.
- Bachelor's degree in civil engineering or Building Construction from four-year college or university.
- Extensive knowledge of established construction practices, procedures and techniques.
- Strong written and verbal communications skills; thorough attention to details; ability to prioritize multiple tasks; proactive and deadline-oriented; analytical with excellent mathematical ability.
- Must understand construction project contract administration procedures.
- Knowledge of Database software; Internet software; Project Management software; spreadsheet software and Word Processing software.

### **Physical Demands and Work Environment**

- While performing the duties of this job, the employee is regularly required to sit for extended periods of time. Employee is frequently required to move around office to communicate with staff.
- May at times be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electric shock; loud noise level and vibration.
- Frequently lift and/or move up to 25 pounds. Required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl and talk or hear
- Specific vision abilities required include close, distance, peripheral, depth perception and ability to adjust focus
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

### **Competencies**

To perform the job successfully an individual should demonstrate the following:

- |                       |                      |                           |
|-----------------------|----------------------|---------------------------|
| • Achievement Focus   | • Cost Consciousness | • Managing People         |
| • Adaptability        | • Delegation         | • Negotiation Skills      |
| • Analytical Skills   | • Dependability      | • Planning & Organization |
| • Communications      | • Job Knowledge      | • Problem Solving         |
| • Continuous Learning | • Judgment           | • Project Management      |
| • Cooperation         | • Leadership         | • Quality Management      |

### **Our People Make the Difference with Pride, Integrity and Quality**

1000 Jetstream Dr.  
Orlando, FL 32824

Phone: 407.856.8180  
Fax: 407.856.8182

[www.primeconstructiongroup.com](http://www.primeconstructiongroup.com)