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# Example of Commercial Construction Project Manager Job Description

Our company is hiring for a commercial construction project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for commercial construction project manager

* Ensure client safety standards are being met
* Manage expectations of local agencies and landowners
* Lead the teams in the design phase, from schematic drawings to 100% construction drawings, through construction phase while working with all stakeholders
* Contract Administration – process contractor pay applications, evaluate and process change orders, analyze and maintain logs/tracking sheets and records, perform inspection walks with DGS inspectors, observe and record work in place, document stored materials and monitor punch/warranty work
* Manage, coordinate, and inspect contractor work while project is in progress and contribute feedback that might make work safer, cheaper, cleaner, lower impact or any other way improve the operational success of the projects
* Maintain project management logs
* Control and monitor project budget and schedule
* Onsite supervision & occasional direction of move partners
* May provide formal assistance such as technical guidance, and/or training to coworkers
* Knowledge of ground-up construction process, including general construction standards, entitlements, municipality relations, performance of constructability review, forecast completion, and other applicable duties

## Qualifications for commercial construction project manager

* Bachelor’s degree in Construction Management, Architecture, Engineering or related field or equivalent practical experience
* 8+ years of experience in managing projects as Project or Program Manager
* 5+ years of Public Works Experience
* Commercial project experience
* Must be a proactive problem solver and have the ability to adjust to changing job environments
* Bachelor's degree (BA/BS) from 4-year college or university