Downloaded from <https://www.velvetjobs.com/job-descriptions/construction-management>

# Example of Construction Management Job Description

Our company is growing rapidly and is hiring for a construction management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for construction management

* Observes construction work and prepares change orders as needed
* Reviews pay requests for ultimate payment by client
* Makes substantial completion and final completion statements
* Reviews shop drawings within area of expertise for conformance with design concept
* Work with estimators
* Work with project managers and construction crew foreman
* Work on a construction crew and/or prep crew
* Spend time with foreman learning how to prepare for the job and set up job
* Review workload
* Understand basics with P&L

## Qualifications for construction management

* Must be able to handle multiple projects in a fast paced, changing environment
* Displays excellent communication skills including presentation and negotiation skills required in working with guests, vendors, and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure
* Familiarity with computer hardware and software
* Minimum 3 years applicable experience in Architecture, Construction Science or Civil Engineering
* Master’s degree with 15 semester hours in the subject matter area at the bachelors or masters degree level required
* Going into the 2017 fall semester, it’s required that our new hire must be enrolled in at least their Junior year in a Construction Science or Construction Management curriculum