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# Example of Construction Management Job Description

Our company is looking to fill the role of construction management. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for construction management

* Manages the planning, organization, and controls for a project and facilities management team
* Coordinates scheduling, planning and follow-up of all tasks required to meet project milestones including development of activity sequences and logics utilizing Integrated Master Schedule (IMS) tool
* Develops, maintains, and tracks project master schedules from conception through permitting and project closeout including the integration of schedule input from all internal and external sources
* Produces and maintains detailed execution schedules including resource utilization plans and progress tracking systems
* Generates and reviews report progress and milestone charts
* Develops schedule control processes, policies, and procedures and ensures that they are followed
* Maintains accuracy of project execution and reporting by ensuring consistent project scheduling approach in collaboration with Project Management team
* Facilitates discussions on time related issues during department progress meetings
* Monitors critical and near critical path work and identifies issues for mitigation
* Assesses progress, completion forecasts and provides alternative solutions to mitigate schedule delays, regain slippage or to optimize project completion

## Qualifications for construction management

* Must have ability to travel to other CC locations and active construction project sites and navigate over obstacles including the dexterity to safely walk a construction site on a daily
* Minimum 2-3 years’ experience providing administrative/business support functions demonstrating strong administrative support skills in an executive office environment
* At least one previous internship is preferred
* In addition to learning those aspects of the assigned division, the selected individual will be required to perform general labor duties and work long hours with the crew which could include some night work
* Travel required throughout eastern Tennessee and western North Carolina dependent on schedule
* The selected individual must display a courteous and professional attitude when dealing with co-workers, customers and the public