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# Example of Construction Project Manager Job Description

Our innovative and growing company is looking to fill the role of construction project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for construction project manager

* Demonstrated self-performing experience in the construction field, on large, complex, heavy civil/structures projects (Road & Highways, Bridge & Tunnel, Rail & Transit, or Water / Waste Water)
* Lead and Manage the contract change order process, claim process, cost, document and quality control efforts
* Communicates project status to supervisor and others
* Develops staffing projection and trend/exposure reports
* Schedules Customer Satisfaction and Quality Surveys
* Assures performance of project personnel meets Client needs and expectations
* Attends monthly managers meeting and participate on project-status calla
* Manage RFIs
* Ability to accurately produce the minutes of all meetings and all other written documentation required
* Professionally, accurately, effectively, efficiently and concisely communicate both in written and oral fashion in all facets of business both corporately, to stores and to contractors/vendors without error

## Qualifications for construction project manager

* Detailed knowledge of residential construction methods, materials, and costs
* Ability to prepare preliminary estimates based on schematic design documents
* Ability to work directly with Residents in managing options and modifications to residential products
* Good organizational skills, and ability to work in team environment
* Desire to raise standards of excellence in construction at award-winning resort community
* At least 3 years in a leadership role at a field