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# Example of Construction Project Manager Job Description

Our innovative and growing company is looking for a 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 construction project manager

* Review construction plans and specifications
* Plan, schedule, and coordinate general maintenance, major repairs, and remodeling or construction projects for commercial or residential properties
* Inspect construction progress, maintain records and plans, and administer contractor payments, project closeouts, and warranties
* Ensure compliance with County purchasing contract policies and procedures for the acquisition of consultant and construction services
* Coordinate design phase activities/deliverables with the Client, architects, engineers, sub-consultants, stakeholders, agencies, tenants, airlines, relative to facilities design and systems
* Chair and conduct design progress and coordination meetings, preparing agendas, coordinating presentation material and preparing meeting minutes for same
* Coordinate constructability reviews
* Manage and coordinate testing, commissioning and turnover of facilities to end users
* Manage validation of record documents and post-occupancy evaluations
* Be responsible for providing project leadership, coordination and facilitating teamwork of project teams to meet project goals

## Qualifications for construction project manager

* Proficient with Windows-based platform, computer skills
* Eight (8) years construction experience -- management of 20 projects per year
* Directs work of assigned Construction Managers on a per project basis
* Strong familiarity with construction and electrical codes, plan reading capabilities
* Strong budget and change management capabilities
* DSA experience for K-12 work