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

# Example of Project Construction Manager Job Description

Our company is searching for experienced candidates for the position of project construction manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project construction manager

* Create a detailed work plan which identifies and sequences the activities and gateways needed to successfully complete the project
* Manage multiple projects and effectively influence, negotiate, and communicate with internal and external business partners, contractors and vendors
* Work under general supervision, coordinate project activities as part of a project team to work with Environment, Health and Safety input and oversight requirements to ensure accurate representation of the Laboratory on project matters with DOE/Berkeley Site Office, University of California Office of the President, University of California and other external organizations to achieve customer needs
* Coordinate and prepare the planning and development of the project scope, procedure, budget and overall project schedule
* Proactively seek out customer needs as they pertain to project management services
* Determine the planning and development of the requirements, project scope, procedure, budget and overall project schedule
* Work with assigned staff and under little supervision, ensuring technical and operational activities of the group including budgets, funding, workforce planning, Human Resources activities, Environmental, Safety, and Health (EH&S) and property are aligned accordingly to meet project, Division and Laboratory deliverables
* Direct the planning and development of the project scope, procedure, budget and overall project schedule
* Establishes professional relationship and communicates with field support staff and customers and their representatives
* Manage overall financial wellbeing of projects

## Qualifications for project construction manager

* Effective, active and open communication as necessary during the course of construction with all team members involved in the project
* Facilitate the initiation and recurrence of Project Roadmap calls from construction start through Certificate of Occupancy (CofO)
* Accountable for budgets and all costs during construction build-out and equipment ordering
* Federal experience preferred but not required
* Sound understanding of of the following sectors
* Bachelor’s Degree in Business, Finance, Mathematics, Engineering or related filed form an accredited university