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# Example of Project Manager, Construction Job Description

Our innovative and growing company is looking for a project manager, construction. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project manager, construction

* Manages projects that are multi-disciplined including architectural scopes mechanical, electrical, plumbing, controls, Resolve construction field problems that occur with customer, contractors, zone maintenance, and negotiate and approve change orders
* Monitor all phases of new construction
* Assist the Directors of Construction in the close out of Projects to include but not limited to Architect and Engineer punch-list, all lease required closeout documents and follow up (30 days project completion) Change Order Log closeout
* Assist the Directors of Construction in the maintenance and conformity of all Contracts, Insurance, Contractor pay applications, Change order logs and back up documentation, notices of substantial completion
* Ability to create Construction Project Tracking spreadsheets
* Provide customer support from start to finish of all projects and maintain contact with customers during and after completion of projects
* Accurately check drawings to ensure project detailed quantities are less than the estimated quantity and price
* Document, coordinate and communicate timely any project change orders to field and customer
* Maintain a high level of technical expertise by participating in appropriate seminars and training programs
* May serve as Resident Engineer or Structure Representative or site leader on medium or large transit or transportation projects ensuring safety, quality, budget, and schedule requirements are achieved

## Qualifications for project manager, construction

* Five years or more of progressive experience/knowledge of construction, design, finance, and management required
* Superior oral and written communication and interpersonal skills are essential
* College Degree in Business or Construction Management
* DOD experience w/Sensitive Compartmented Information Facility (SCIF) construction and design experience
* JFAN experience
* Minimum 5 years construction management experience