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# Example of Project Manager, Construction Job Description

Our growing company is looking for a project manager, construction. 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 project manager, construction

* Coordinate all construction project logistical tasks, equipment and service procurement, that will assure project schedules are met, and keep end users and other stakeholders informed of project progress throughout the entire construction process by coordinating regular meetings and documenting all project details that identify concerns and resolve problems
* Responsible for monitoring and reporting on the performance and results of all third parties during the construction process including the General Contractor, any second-tier or task-specific subcontractors and vendors contracted directly
* Resolves complex construction project related issues, disputes, and disagreements
* Develops, assigns, and monitors performance of OARs relative to assigned construction projects
* Reviews change orders from all construction projects and assesses their impact on the District
* Reviews and verifies submitted applications for payment and performs overall fiscal management of multiple construction projects
* Provides functional direction over areas of responsibility including construction project schedules, cost control, dispute resolution, contract administration, and quality control
* Reviews and takes recommended actions in resolving disputes relative to construction projects
* Provides managerial and construction oversight to OARs
* Plays critical role in formulation of construction budget

## Qualifications for project manager, construction

* Ability to work in a high-stress, deadline oriented environment
* Must be physically able to lift, bend, stoop, climb, and reach
* Ability to develop positive working relationships with others Ability to work in a high-stress, deadline oriented environment
* Strong PC computer skills (MS Office) mandatory, MS Office – Outlook, Word, Excel, and PowerPoint
* A thorough understanding of contract, corporate and industry practices, processes, standards, and their impact on project activities is vital, superior communication and interpersonal (tact, diplomacy, influence, ) skills essential
* Must be a business-oriented person with professional demeanor