



# Example of Commercial Construction Project Manager Job Description

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Our company is hiring for a commercial 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 commercial construction project manager

- Manage small construction projects within the building including any office expansions, renovations, refurbishments, and/or office moves
- Partner with end-users to determine spatial needs and communicate with architects and engineers to develop design and construction documents
- Develop and assess project bids, providing recommendations for project awards to business users and our executive management team
- Support & coordinate projects through all phases of construction through to and including final walk-through
- Partner with Facilities Engineers to support critical systems planning for mechanical, electrical and plumbing needs within renovated or expanded spaces
- Coordinate and schedule trades through all phases of construction
- Work closely with our purchasing team our vendors to procure any equipment or services needed for current and/or upcoming projects
- Understanding the challenges and differences of a healthcare project versus projects in other industry sectors
- Ensure compliance with LoA guidelines for commercial aspects, risk management process
- Ensure an adequate handover phase, analyze customer requirements, examine their commercial and contractual feasibility and transferability

## Qualifications for commercial construction project manager

- 2+ years of steadily increasing project engineering or project management responsibility in a construction related field
- Experience with project scheduling software such as Smart Sheets or Microsoft Project and able to identify key schedule impact dates
- Understanding of construction projects involving environmental contamination and high groundwater conditions
- Experience in successfully navigating multiple-agency permit approval processes
- Understanding of project budgets and cost management, able to determine forecasts in required costs, maintaining project invoicing and billings and able to generate high-level (ROM) estimates on design and construction scopes of work
- Manages library of project related documents to include contracts, scopes of work, schedules budgets and overall reporting of project status