



# Example of Construction Project Manager Job Description

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Our innovative and growing company is looking to fill the role of 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 construction project manager

- Demonstrated self-performing experience in the construction field, on large, complex, heavy civil/structures projects (Road & Highways, Bridge & Tunnel, Rail & Transit, or Water / Waste Water)
- Lead and Manage the contract change order process, claim process, cost, document and quality control efforts
- Communicates project status to supervisor and others
- Develops staffing projection and trend/exposure reports
- Schedules Customer Satisfaction and Quality Surveys
- Assures performance of project personnel meets Client needs and expectations
- Attends monthly managers meeting and participate on project-status calls
- Manage RFIs
- Ability to accurately produce the minutes of all meetings and all other written documentation required
- Professionally, accurately, effectively, efficiently and concisely communicate both in written and oral fashion in all facets of business both corporately, to stores and to contractors/vendors without error

## Qualifications for construction project manager

- Detailed knowledge of residential construction methods, materials, and costs
- Ability to prepare preliminary estimates based on schematic design

- Ability to work directly with Residents in managing options and modifications to residential products
- Good organizational skills, and ability to work in team environment
- Desire to raise standards of excellence in construction at award-winning resort community
- At least 3 years in a leadership role at a field