



PROJECT MANAGER JOB DESCRIPTION

Summary

The Project Manager is responsible for managing project schedules and deadlines, being the main point of contact for all client communication, coordinating project logistics, managing field staff, and being a key player in strategic planning for future growth. The Project Manager will ensure that all work is completed safely, on time, within budget and to the quality specified.

Primary and Essential Functions

- Serve as the primary customer contact and a liaison between Design, Production, and Field;
- Create, update and manage project schedules & effectively communicates project status;
- Collaborate with Project Manager, Sales, Design and Production divisions to ensure project cohesion;
- Manage equipment rental utilizing the most cost effective vendor to meet production needs;
- Evaluate existing processes and system designs to reduce cost, improve efficiencies, ensure quality control and improve profits throughout the organization;
- Maintain project budgets, tracking expenses, cost to complete and profitability;
- Manage field staff and foremen up to 30 full-time employees;
- Coordinate employee travel and company travel expenses, including securing housing, booking flights, coordinating driving and communicating reimbursements to payroll;
- Monitor and document individual and team staff performance;
- Fix timecards, verify hours for semi-monthly payroll, & manage staff time off requests;
- Review, monitor, and report on project budgets, expenditures, and productivity;
- Develop, maintain, and improve production and productivity monitoring and reporting;
- Assist with the recruitment process; participate in interviews and hiring decisions;
- Document and enforce policies, processes, and procedures;
- Develop and implement innovative solutions that optimize all phases of the production and construction process while improving production rates, efficiencies, quality and profits;
- Ensures activities and operations are performed in compliance with local, state and federal regulations and laws governing specific business operations;
- Additional duties as assigned.

Requirements

- Bachelor's degree in civil engineering, construction management or related field, applicable work experience can substitute for the degree;
- Minimum of three years of project management experience;
- Knowledge of practices, methods, equipment, materials and tools used in manufacturing and construction environment;
- Understands contractual language and concepts and how to protect the company while providing quality service to the client;
- Ability to develop and implement processes and procedures that will fuel continued growth within our current construction niche;
- Strong strategic planning and organizational skills;
- Proactive, self starter and can work independently with minimal supervision;

- Well-developed time and project management skills with the ability to manage multiple priorities while meeting deadlines;
- Ability to read, to analyze, and interpret instructions, drawings, specifications, forms and blueprints;
- Ability to adapt to a highly dynamic work environment with daily and fluid changes;
- A superior level of customer service and conflict resolution skills;
- Delegates responsibilities effectively;
- Excellent verbal, written and interpersonal communication skills;
- Ability to exercise discretion and independent judgment;
- Proficient knowledge of Microsoft Office applications (Word, Excel, Outlook);
- Ability to travel 10% of the time;
- Act in a manner of integrity that shows support for the company, its values, and other associates, while maintaining a constant focus on meeting/exceeding customer requirements and expectations.

Physical Demands and Work Environment

- Majority of time is spent in a office environment, however, when in the shop or at job site may be exposed to the following;
 - Exposure to moving mechanical parts, tool and vibrations;
 - Noise level is typical of that found in a construction environment;

Vertical Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.