



JOB TITLE: Construction-Project Manager Water/Wastewater
FLSA: Exempt
DATE: October 22, 2019
REPORT TO: Director of Construction

Summary:

The Construction-Project Manager is responsible for overall new project planning and scheduling, resource allocation, project accounting, and control, while providing appropriate technical direction and ensuring compliance with quality standards. The position also requires the preparation of bids/proposals. On-going business development and communication with sales team is key. Additionally, it includes participation and site overview of the safety and health program in conjunction with the Health and Safety Manager. Position *may* incorporate supervision of the Construction employees. Candidates should have a minimum of 3 years of supervisory experience.

Construction Manager Responsibilities:

- Oversee multiple construction projects from start to finish; including liquid fuel, compressed natural gas fueling and environmental remediation projects.
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Development of effective communications and mechanisms for resolving conflicts among the various participants.
- Recon sites. Visit each site and record necessary data for generating bids and proposals.
- Coordinate the efforts of all parties involved in the project, which include the architects, consultants, contractors, sub-contractors and laborers.
- Create the teams, develop the objectives/goals of each and assign individual responsibilities.
- Monitor the progress of the construction activities on a regular basis. Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Ensure project documents are complete and accurate and finished in a timely manner.
- Provide *input* on employee evaluations, discipline and follow up as required.
- Communicate with sales team and provide project bid updates on a weekly basis.
- Communicate effectively with the Health and Safety Manager as appropriate.
- Issue contracts, purchase orders, and other agreements to subcontractors, suppliers, and vendors.

Duties and Tasks:

- Procure necessary project permits.
- Oversee and ensure quality control.
- Verify subcontractor permits.
- Type up work orders.
- Order materials as appropriate.
- Facilitate and assist in scheduling sub contractors including barricades, concrete etc.
- Schedule projects using Microsoft Project scheduling and tracking software.



- Communicate schedules and updates with clients regularly
- Coordinate with Construction Department to order and schedule field project changes and adjustments. Schedule subcontractors and facilitate change orders etc.
- Communicate with Foreman or lead of each project daily
- Oversee project close out.
- Review accuracy of invoices

SAFETY

- Know and understand the requirements of and liabilities under the Occupational Health and Safety Act (OSHA).
- Participate in safety/incident investigations and reviews as appropriate.
- Oversees and assist with field training and safety meetings as directed.
- Recognize, address and resolve issues/problem with the support of Health and Safety Manager.
- Apply the company's discipline policy where applicable.
- Ensure all trades are in compliance with project policies and procedures.

PLANNING

- Verify that the field installation work package, which includes all tools and materials required for the project are available and complete
- Identify needs and deficiencies in the /schedule and communicating these to the appropriate persons.
- Review and adjust specific work activities and task schedules to meet established production schedules.

QUALITY CONTROL

- Work with all trades and oversee the execution of the work, including quality and production, by ensuring that the crews work to job specifications
- Put projects in motion in a timely fashion once a bid is accepted.

JOB REQUIREMENTS:

Typical qualifications would be equivalent to:

EDUCATION:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Course work or certification in construction management a plus. OSHA certification required.

EXPERIENCE: Prefer 5 or more years of project management experience in a related position based on education and skill sets. Candidates should have a minimum of 3 years supervisory experience. 40 hour OSHA training preferred.



SKILLS: Basic computer programming skills necessary. Must be very organized and willing to work independently. Attention to detail required. Must be willing to manage an ever-changing workload; patience and flexibility are important.

EQUIPMENT USED: Must be able to operate computers demonstrating experience in MS Windows, MS Outlook, Word, and Excel. Database experience a must.

TYPICAL PHYSICAL DEMANDS: Must have a valid Colorado Drivers license, . Position requires regular vision and normal range of hearing. Employee must be able to lift 50 lbs. Able to climb, bend, stoop, kneel and stand for various periods. Must have manual dexterity sufficient to operate a computer keyboard. Position involves driving, standing, bending, and heavy lifting a minimal percentage of the time.

WORKING CONDITIONS: Work outside in a variety of conditions 25% of the time. Must be willing to carry out company goals and policies. Requires good MVR, background check, physical and drug test. Able to work without direct supervision & travel occasionally.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.