



JOB TITLE: Construction Project Manager 1-3
FLSA: EXEMPT
DATE: April 26th, 2023
DIVISION: Refined Fuels Construction
REPORTS TO: Operations Manager
COMPENSATION: \$58,000-\$89,252 Annually D.O.E

CGRS is a dynamic, team-oriented company with an amazing culture summarized by our mission statement”: “We deliver quality solutions with integrity and expertise every time.” We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a world-class customer experience.

CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.

POSITION SUMMARY

Responsible for the overall project delivery. The PM coordinates all activities to successfully complete the project on schedule and within budget. This includes maintaining the highest quality of services while administering good construction safety practices. The position requires planning, scheduling, resource allocation, project accounting, cost control, technical solutions, document control, contracting and contract control, permitting, delegation and accountability, and may require direct employee supervision.

PRINCIPAL ACCOUNTABILITIES

- Project planning, budgeting, and resource allocation
- Maintain positive relationships and communicate effectively with clients, contractors, co-workers, supervisors, vendors, and partners
- Take expedient action to resolve conflicts and address project contradictions/problems
- Develop and maintain contract schedules
- Timely project buyout for materials, subcontractors, equipment, and consultants
- Monitor and manage project budgets, cost projections, invoicing, cost coding, pay applications, change orders, and project estimates
- Procure and manage project permits per state and local regulations
- Oversee compliance with project plans and specifications
- Manage project documentation including RFI's, submittals, and drawings
- Manage project closeout process including punch lists, billing, retainage, as-builts, commissioning, O&M manuals, and warranty
- Promotes job site safety, encourages safe work practices, and immediately rectifies any job site hazards



JOB REQUIREMENTS

- Experience with general and civil construction (preferred).
- Effective communication skills (written and verbal)
- Facilitate project meetings (Client, Design Team, Subcontractors, etc.)
- Set project expectations, assign responsibilities, and track accountability.
- Ability to work with diverse personalities.
- Interpretation of contracts, specifications, and high proficiency in plan reading
- Patience, flexibility, problem solving, and conflict resolution
- Organized and detail oriented
- Ability to self-manage and work independently
- Review and adjust work activities and tasks to meet production schedules
- Participate in safety/incident investigations and reviews as appropriate
- Manage an ever-changing workload
- Estimating and bidding as appropriate
- Computer/Software skills (preferred)
 - Microsoft Office Suite with high competency in Excel spreadsheets
 - Microsoft Project scheduling software
 - Procore project management software
 - Estimating Software
- Understanding of mechanical system components
- Lead or assist the Project Superintendent/Foreman as needed in scheduling subcontractors, equipment, and materials procurement/delivery.
- Daily communication with the Project Superintendent/Foreman
- Understand and demonstrate policies of the Health & Safety Program, Employee Handbook, and CORE Values

EDUCATION

- Minimum High School Diploma or GED
- Bachelor's Degree in construction management is preferred but not required.
- Willingness to participate in on-going continuing education.

EXPERIENCE

- 1-5 years of project management experience in a related position and industry preferred.
- Management of multiple projects
- Experience in scheduling, ordering, field supervision, quality control, and production of all phases of construction
- Basic surveying equipment
- Heavy Equipment Operating experience a plus
- Knowledge of pipe laying, fitting, and testing



PREFERRED CERTIFICATIONS (CGRS can / will provide certification training)

- 40-Hour OSHA
- First Aid & CPR
- Contractor's License
- Valid driver's license

SUPERVISORY RESPONSIBILITIES

- Assist in performance evaluations, hiring process, and disciplinary actions when appropriate
- Facilitate meetings

TYPICAL PHYSICAL DEMANDS

- Position requires regular vision and range of hearing testing
- Employee must be able to lift 60+ lbs.
- Able to climb, bend, stoop, kneel and stand for various periods of time
- Manual dexterity sufficient to operate a computer keyboard.

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
- Occasional travel as needed

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.