



JOB TITLE: Construction Project Manager
FLSA: EXEMPT
REVISION DATE: August 2025
DIVISION: Refined Fuels Construction
REPORTS TO: Operations Manager
COMPENSATION: \$65,556.59 - \$130,000.00 D.O.E (We do not pay below any local minimum wage)
DEADLINE: 11/30/2025

CGRS is a team-oriented company with a culture best summarized by our mission statement: “We deliver quality solutions with integrity and expertise every time.”

At CGRS, we are committed to serving the ever-changing needs of our customers. We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a valuable 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:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

EDUCATION: High School Diploma or GED minimum. Bachelor's Degree in construction management preferred. Willingness to participate in on-going continuing education.

EXPERIENCE: One year to 2 years of project management experience in a related position and industry preferred. Management of multiple projects. Experience (on site and/or classroom) 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 a plus but not required.

SKILLS:

- 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

SUPERVISORY RESPONSIBILITIES: Assist in performance evaluations, hiring process, and disciplinary actions when appropriate. Facilitate meetings.



EQUIPMENT USED: Must be able to operate computers demonstrating high proficiency in MS Windows, MS Outlook, Word, and Excel, PowerPoint & Adobe at a basic level. Must be proficient in using office machines including fax machine, copier, scanner, and telephone.

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.

TYPICAL MENTAL DEMANDS: Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever changing requests.

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..