



JOB DESCRIPTION FORM

Department: Commercial		
Job Title: Commercial Project Manager	Reports to:	Director of Operations

Type of Position:	<input type="checkbox"/> Manager	Full-time	40 Hours / week
			<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

NATURE AND SCOPE OF WORK

DUTIES AND RESPONSIBILITIES:

We are looking for an experienced Construction Project Manager to plan and supervise a wide range of construction projects from start to finish. You will organize and oversee construction procedures and ensure they are completed in a timely and efficient manner.

An excellent Construction Project Manager must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines to achieve the best results. The ideal candidate will have an analytical mind and great organizational skills.

The goal will be to ensure all projects are delivered on time according to requirements and without exceeding budget.

Requirements

- 5 or more years of experience as a Project Manager in commercial Landscape, concrete, flatwork.
- Full estimating experience is a plus.
- Ability to plan, coordinate and complete projects on time and in an efficient, effective, and profitable manner.
- Ability to work well with Site Superintendents, ensuring all materials and subcontractors are ready and available to meet schedules.
- Ability to work well with Estimating and Accounting personnel to understand and manage the job budgets and job costs.
- Extensive knowledge of the site landscape and hardscape
- Able to multi-task while maintaining attention to detail.
- Ability to work in stressful situations.
- Knowledge of Microsoft Applications, Apple products and basic computer skills.
- Proven experience as construction project/manager
- In-depth understanding of construction procedures and material and project management principles
- Ability to meet scheduling deadlines.



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- Familiarity with quality and health and safety standards
- Familiarity with construction/ project management software
- Outstanding communication and negotiation skills
- A team player with leadership abilities

QUALIFICATIONS FOR THE POSITION

Experience:

- Project management: 5 years (Required)
- Construction Project Managers: 5 years (Required)

Work Location: In person

TERMS OF EMPLOYMENT

DATE APPROVED 5-1-23