



Please Submit Resume to:

jobs@strategicindustry.us

Subject Line: GC Project Manager

JOB DESCRIPTION

Job Title: General Construction Project Manager
Department: General Construction Division
Reports to: Director of Operations
Status: Exempt
Date: May 12, 2023

Strategic Industry's General Construction Division focuses on Commercial and Government market-spaces. We are looking for "Top Quality" candidates to be a part of a diverse team, seeking to be the best in their respected field of expertise. The company offers a highly competitive compensation package based on experience; accrued vacation, free health insurance for the employee, holiday pay, 401k and profit-sharing plan.

Position Summary: Manage the implementation of General Construction projects working in Private, State and Federal environments.

Essential Functions:

- Manage life cycle of project from award to completion
- Create and maintain construction schedules using critical path method
- Develop schedule of values integrated into MS Project Schedule
- Responsible for budgetary requirements on own projects
- Understanding of job costing and cost coding of expenses
- Manage submittal process on assigned projects
- Work well in team environment
- Have strong understanding of various building and construction crafts
- Manage RFI process and change orders
- Lead frequent construction meetings with client and subcontractors
- Direct onsite Superintendents/Field Supervisors with proper scope of work
- Communicate effectively with customer and internal management about progress of project
- Ability to read construction blueprints/drawings
- Act as lead estimator or assist estimating change orders on own projects
- Ability to read and do material take offs from blueprints
- Meet construction Quality Control standards
- Contribute to maintaining a positive Safety record
- Utilize Procure and internal documentation control procedures to keep all files and correspondence organized through duration of project.

Knowledge, Skills, and Abilities:

- Four-year college degree in construction management, engineering or related field. Industry related experience will be considered in lieu of college degree
- Must have at least 5 years of experience as Project Manager or Estimator
- Experience on Federal and/or State contracts
- Ability to pass a background check, drug test and must have a valid Driver's License
- Project Management Professional (PMP) a plus
- Proficient in Microsoft Office more specifically Word, Excel and Outlook
- Proficient in Microsoft Project or Primavera Scheduling Software

Job Description – Project Manager

- Strong planning and organizational skills
- Courteous, professional, and enthusiastic
- Demonstrate an initiative in completing all tasks at hand in a timely manner
- Ability to handle multiple projects, meet deadlines and achieve objectives
- Ability to maintain a professional business image
- Understanding of prevailing wage requirements
- RS Means experience a plus

Environmental Conditions:

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately seventy-five percent (75%) of the time.
- Outdoors in a jobsite environment with exposure to noise, heat, and cold approximately twenty-five (25%) of the time.
- Frequent computer use at workstation up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions.
- Responsibilities may require an adjusted work schedule and evening/weekend hours in order to meet deadlines.
- May move (walk or drive) from one work location to another occasionally.

Physical Demands:

- Attendance and punctuality.
- Mobility within the office.
- Ability to walk, sit, stand, and climb stairs.
- Ability to lift up to 25 pounds.
- Ability to drive a vehicle.