

## **POSITION DESCRIPTION**

**Job Title:** Construction Project Manager  
**Report to:** Senior Project Manager  
**Classification:** Exempt (salaried)  
**Date:** May 4, 2023

### **Job Summary**

The construction project manager is responsible for managing all aspects of complex construction projects from inception to completion at client satisfaction. The project manager represents the firm with clients and consultants on any range of subjects related to construction and for making project related decisions.

### **Primary Duties and Responsibilities**

- Manage all phases of construction schedule and activities through completion.
- Manage and coordinate efforts through project lifecycle between AHJs, architects, designers, engineers, contractors & inspectors.
- Conducts sites regularly during construction and document with reports & meeting minutes – including bid walks, preconstruction, in-progress visits, punch walks closeouts.
- Communicates with clients and delivers project progress reports.

### **Qualifications**

- Proficient in reading and understanding blueprints.
- Ability to interpret technical drawings and contracts.
- Proficient computer skills to include spreadsheets, word processing, presentations, navigation, construction management & scheduling software (ie. Procore, Microsoft Project, BIM 360).
- Knowledge of construction methods & technologies.
- Knowledge of construction, engineering, architectural principles, and worksite safety practices.
- Ability to manage multiple projects simultaneously.

### **Language Ability:**

Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

### **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel and Outlook.

**Education/Experience:**

Bachelor's degree (B. A. / B. S.) in Building Construction, Construction Management, or Civil Engineering is preferred; and 3-5 years related experience; or equivalent combination of education and experience.

**Certificates and Licenses:**

- Driver's License

**Knowledge, Skills, and Other Abilities:**

- Strong attention to detail
- Very task-oriented
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, talk or hear. The employee is frequently required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision. The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.

**Work Environment:**

The work is performed primarily in field settings and considerable outdoor work is required. Work environment may involve exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals, explosives; and is relatively safe, secure, and stable.

The noise level in the work environment is usually moderate.

*Atlantic South, LLC has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date