

## **Job Description – Project Manager**

An experienced General Construction/HVAC/Electrical Government Contractor is looking for a professional, motivated and friendly individual to serve as a Project Manager. Government contracting experience is required. Having integrity, a willingness to learn and mutual respect for the customer is a must. Excellent decision-making, verbal and written communication skills and interpersonal skills are also a must. Moderate/Frequent travel is required.

### **Qualifications/Education:**

College Degree in Construction Management or related field

Relevant job experience may be accepted in place of degree

PM Experience and a minimum of five (5) years related experience in project management, general construction, including inspection of construction improvements, implementation/completion of projects, strong knowledge of plans and specifications

Strong computer skills, including Microsoft Office products and MS Project or Primavera

Minimum 3+ years of working knowledge in general construction and trades

### **Job Duties/Responsibilities:**

Attend pre-bid meetings

Must possess the ability to comprehend plans and written scope of work

Prepare, review, track construction submittals

Prepare/update progress schedule

Prepare/update project budget

Attend pre-construction and progress meetings with Government Officials

Communicate well and provide/receive documentation with field superintendents

Be able to oversee multiple projects simultaneously

### **Preferred Experience:**

Project Management of Navy or DoD construction projects

### **Additional Requirements:**

Candidate must qualify for military installation access and badging with a complete background check

Must have valid drivers license with limited infractions (motor vehicle background check)

Must pass drug screen

Benefits:

Paid Vacation

Holiday Pay

Bonus Program based on performance and safety

EEO and Drug-Free Workplace

Salary based on qualifications and experience