



Construction Project Manager

Position Description: Leads, directs, and coordinates the day-to-day management of the project.

Reports To: Senior Project Manager or Project Executive

Essential Duties & Responsibilities*:

- Lead in the development of high-performance teams through supervision, training, coaching, and mentoring. Ensure regular feedback is shared with staff including timely completion of employee performance appraisals.
- Manage and develop assigned staff toward maximum job performance and career potential.
- Develop and improve upon assigned client relationships fostering a “trusted advisor” status.
- Understand and administer 3CI’s contract and subcontract agreements.
- Provide leadership to positively influence change.
- Promote 3CI’s involvement in the community to help build strategic relationships and to embrace the community in which we live and work.
- Foster and enhance architect, subcontractor, and vendor relations.
- Establish, update, and communicate the Master Project Schedule and manage its implementation.
- May work with preconstruction team in development of project.
- Manage budget and financial reporting, interpret, and analyze reports to ensure adherence to project budget.
- Manage the Quality Assurance/Quality Control (QA/QC) program.
- Provide leadership in risk evaluation, contract negotiations, fee, and pricing decisions.
- Understand, comply, and advise others on 3CI’s business ethics and compliance programs.
- Demonstrate a high standard of persona, accountability, and integrity. Mentor staff to the same high standards.
- Manage and oversee field operation and engineering processes and procedures.
- Drive competencies to team on requirements for insurance, labor relations, and employee relations.
- Drive enforcement of safety protocols by the project staff.
- Work with Finance to initiate the Pay Application process and follow up to ensure payment is received in a timely manner.
- Keep management informed on progress for project and budget through regularly scheduled Operations Review Meetings.
- Support and drive utilization of various 3CI initiatives. Promote and utilize emerging technologies and innovations to support 3CI sustainable competitive advantages.
- Provide leadership to foster an environment of diversity and inclusion.

Qualifications: Bachelor’s degree in construction management, engineering, or related field plus a minimum of five to ten years’ related experience or an equivalent combination of education, training and/or experience. Thorough knowledge of construction cost, scheduling, estimating, purchasing, and engineering principles and techniques, as well as accounting principles. Proven written and verbal communication abilities, proficiency with computer applications, including Microsoft Office Suite of programs. Must have advanced presentation skills. Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and project schedule. Demonstrated leadership and interpersonal skill.

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. Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires the use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employees may occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

**May perform other duties as assigned. Where applicable, all activities will include disabled and veterans' organizations.*

3C Industries is an Equal Opportunity Employer

Minorities/Females/Veterans/Individuals with Disabilities/Sexual Orientation/Gender Identity