**RESPONSIBILITIES**

* Lead by example, promote and portray company values, always look out for your safety and the safety of others, conduct business with integrity, strive for excellence in all aspects of the job, motivated to succeed and improve skills, and hold self and others accountable for actions.
* Provide overall project leadership ensuring work is completed within the guidelines of OSHA and Siema’s safety and health plan.
* In partnership with superintendent, assume full responsibility for project cost, budget, cash flow, safety, and schedule.
* With assistance from senior project manager, conduct project cost to complete projections by the 1st Friday of each month.
* Champion of P6 schedule. Responsible for creation and owner approval of baseline schedule along with weekly updates and monthly owner approvals.
* Responsible for weekly jobsite meetings project schedule, including 3 week look-ahead with superintendent ensuring project milestones can be met.
* Conduct, internal pre-construction meetings, owner preconstruction meetings, biweekly or monthly owner contractor meetings, closeout meeting, and lessons learned meeting.
* Champion of submittal process including acquiring, reviewing, submitting and redistributing submittals/shop drawings to subcontractors/vendors.
* Oversee and approve major material purchase orders, sub-contracts and, approve critical changes to these documents. Responsible for receiving function in viewpoint along with PO and Subcontract Change Orders.
* Develop communication plan to ensure effective communications between the project team, the customer and senior management.
* Review all delivery tickets, timecards, and other field documentation. Code and/or approve as necessary.
* Review all job invoices and subcontractor billings to minimize risk of overpayment.
* Review timecards including labor and equipment weekly.
* Identify changes in project scope or conditions of project.
* Responsible for notifications, estimating, submitting and negotiations of change orders.
* Ensure crews get support, materials, tools, equipment and information necessary to put work in place.
* Perform weekly site visits with job superintendent to ensure project is constructed per plans and specifications.
* Responsible for obtaining all pertinent information relating to project problems and/or issues and facilitating solutions.
* Document all turnover activities and obtain customer’s final acceptance of the work.
* Prepare and submit the Final Cost and Unit Cost Project Report to management.
* Close out the prime contract and subcontracts through Viewpoint with assistance from accounting.
* Seek knowledge through continuous education including but not limited to trade magazines, industry associations, etc.
* Assist in the training of new project managers and other project personnel in key positions through both formal training courses and on-the-job training.
* Provide and receive coaching and mentoring to and from all project personnel.

**COMPETENCIES**

* Knowledge of construction methods and procedures.
* Ability to communicate effectively to project team including internal and external project stakeholder.
* Proficient knowledge
	+ Constructability
	+ Risk Analysis/Contingency Evaluation
	+ Best Practices/Lessons Learned
	+ Estimate/Proposal Review Process
* Must possess the ability to effectively organize and staff a project team.
* Knowledge of Project Controls Software including:
	+ Viewpoint
	+ Microsoft Office
	+ Primavera P6
	+ Heavyjob

**EDUCATION/WORK EXPERIENCE**

* BS in Construction Management, Civil Engineering, Business Administration or 2 years’ experience as a project manager.
* A minimum of 2 years’ experience in project administration, cost engineer.
* Knowledge of heavy highway construction practices, procedures, and execution.

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**Employee Signature Date**

**Supervisor Signature Date**

**\*NOTE:**

**This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.**