



## **Project Manager**

The responsibilities of a Project Manager at Broadway Construction LLC include but are not limited to the following:

- Review estimates and creation of cost codes.
- Plan, schedule, and coordinate construction project activities to meet deadlines.
- Negotiate contracts and maintain correspondence and relationships with architects, engineers, vendors, and subcontractors.
- Apply for and obtain necessary permits or licenses.
- Order supplies and materials for jobs, following approval.
- Schedule delivery for equipment, materials, and tools to the headquarters or job site.
- Track job cost on a daily and weekly basis; Assist with forecasting on projects.
- Visit job sites to ensure quality construction standards and the use of proper construction techniques.
- Connect daily with Superintendent to track production, labor, and materials.
- Monitor construction progress including work productivity and compliance with building and safety codes.
- Attend meetings for pre-construction, midway progress, and closeout.
- Implement new or modified plans in response to delays, bad weather, or construction site emergencies.
- Create and complete paperwork affiliate with the projects including but not limited to subcontracts, work orders, submittals, O&M, change orders, etc.
- Discuss and resolve matters such as work procedures, complaints, or construction problems.
- Prepare and submit budget estimates, schedule of values, progress reports, and cost tracking reports.
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In order to perform this job successfully, an individual must be able to effectively perform each duty listed above. The below requirements are a representation of the knowledge, skill, and/or ability required.

### **EDUCATION/EXPERIENCE**

- High school diploma or general education degree (GED).
- Minimum three (3) years of experience in the construction industry.
- Proficient in Microsoft Project or similar software, including Microsoft Office Suite.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**CERTIFICATES/LICENSES/REGISTRATION:** Valid driver's license and clean driving record.

**PHYSICAL DEMANDS**

- Ability to stand  $\frac{1}{3}$ - $\frac{2}{3}$  of the time.
- Ability to walk  $\frac{1}{3}$ - $\frac{2}{3}$  of the time.
- Ability to sit  $\frac{1}{3}$ - $\frac{2}{3}$  of the time.
- Ability to use hands to finger, handle or feel greater than  $\frac{2}{3}$  of the time.
- Ability to reach with hands and arms greater than  $\frac{2}{3}$  of the time.
- Ability to climb or balance  $\frac{1}{3}$ - $\frac{2}{3}$  of the time.
- Ability to stoop, kneel, crouch, or crawl  $\frac{1}{3}$ - $\frac{2}{3}$  of the time.
- Ability to talk or hear greater than  $\frac{2}{3}$  of the time.
- Ability to lift up to 50 pounds less than  $\frac{1}{3}$  of the time.
- Close vision (clear vision at 20 inches or less) greater than  $\frac{2}{3}$  of the time.
- Distance vision (clear vision at 20 feet or more  $\frac{1}{3}$ - $\frac{2}{3}$  of the time.

**WORK ENVIRONMENT:** Noise level in the work environment is usually moderate.

Regularly exposed to:

- Wet or humid conditions (non-weather)  $\frac{1}{3}$ - $\frac{2}{3}$  of the time
- Work near moving mechanical parts  $\frac{1}{3}$ - $\frac{2}{3}$  of the time
- Fumes or airborne particles less than  $\frac{1}{3}$  of the time
- Toxic or caustic chemicals less than  $\frac{1}{3}$  of the time
- Outdoor weather conditions  $\frac{1}{3}$ - $\frac{2}{3}$  of the time
- Vibration less than  $\frac{1}{3}$  of the time

I have read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not an all-encompassing list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. I acknowledge that Broadway Construction reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed. I acknowledge that this does not constitute a contract of employment nor alter my status as an at-will employee. I have a right to terminate my employment at any time for any reason, and Broadway has a similar right.