



Construction Project Manager Job Description/Scope of Work

SPECIALTY GROUPS INC. – Bridgeport, WV 26330

SUMMARY: Specialty Groups, Inc. a locally owned and operated company, is seeking a full-time Construction Project Manager. This position will be located at our Lost Creek, West Virginia facility. An engineering degree or three years minimum experience in a heavy construction industry is required.

The Project Manager manages key client projects. Project management responsibilities include coordinating and completing projects on time within budget and scope. Oversee all aspects of projects from initial client interaction through the bidding process to the close of the project. Set deadlines, assign responsibilities, and monitor and summarize progress of project. Prepare reports for upper management regarding status of project.

The successful candidate will work directly with clients to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other departments to ensure all aspects of each project are compatible and will hire new talent as needed to fulfill client needs.

Familiar with a variety of the field's concepts, practices, and procedures. Rely on limited experience and judgment to plan and accomplish goals. Perform a variety of tasks. Lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a Senior Project Manager or the Operations Manager.

Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Essential Duties and Responsibilities:

- Coordinate internal resources and third parties/vendors for projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure project resource availability and allocation, materials, equipment, manpower, etc.

- Perform project take offs for production and resources
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance and progress using appropriate tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client by phone and formal correspondence
- Perform risk management to minimize project risks
- Research project materials and equipment alternatives
- Understand and research owner specifications
- Create and maintain comprehensive project documentation
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and adjust project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Attend conferences and training as required to maintain proficiency
- Develop spreadsheets, schedules
- Perform other related duties

Salary Package: Competitive Wages & Benefits (based on experience and qualifications)

Qualifications: Familiar with reading industrial, structural, and commercial plans (blueprints). Good mathematical background. Good background with Office 365, and Scheduling programs. The company will provide transportation. Must be willing to travel with overnight stays to visit job sites. Square foot take-offs on industrial and commercial type structures, bridges, and buildings (Interior/Exterior) including existing structures via site visits. (Bridges, industrial structures and plants, buildings, locks, and dams, etc.) Bid opportunity searching. Project bidding assistance. Material and equipment research and pricing. Spreadsheet entry and design. Project management assistance.

Certificates, Licenses, Registrations: Engineering Degree and or minimum 3 years' experience in project management in a construction environment.

OSHA 10 or OSHA 30 a plus.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand; walk; climb in the heat and cold for extended times. Must be able to speak, hear and communicate with others. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities require by this job include close vision, distance vision and color vision. Some heights involved during site visits and walkthroughs.