



Construction Project Manager

About Us

We are a fast growing design/build general contracting firm located in Oak Brook that services not only the Chicagoland area, but nationally as well. Our previous projects include a wide variety of commercial, corporate, industrial, retail, and healthcare projects. We offer the opportunity for employees to experience a diverse set of projects and work as a team and individually to collaboratively provide the best possible service to our clients.

We are currently looking for an energetic and innovative individual to fill our open **Construction Project Manager** position. The position requires an understanding of various project management skills. This person should be able to oversee the day to day activities of multiple construction projects. We seek a talented individual who can supervise a team safely and confidently, as well as take direction from other team members to ensure that all projects are completed on schedule and under budget.

Job Responsibilities

- Development and maintenance of project construction estimates and schedules
- Developing the project construction plan, to drive out risk and ensure performance success
- Maintain technical knowledge of process systems, equipment, construction methods, approaches, and technology
- Participate/Lead in the execution of the project as needed pursuant to the person's skill and knowledge level or identify necessary resources expeditiously
- Develop and implement work process improvements to streamline or improve effectiveness and efficiency results of practices and processes
- Develop construction specifications; participate in purchasing processes to negotiate successful construction contracts to conform to budget and specification requirements
- Ensure full execution of all protocol policies of purchasing, Requests for Investment (RFI), project management protocol, and Controllers policies. Perform, as required, the duties and procedures necessary to fulfill the policy requirements
- Maintain the schedule(s), updated with progress as the project construction progresses
- Execution of the project schedule and budget completion success
- Create a "zero injury" work environment by planning safety into all project and post-completion phases. Provided training and assure compliance to safety practices by all parties all phases
- Track project financials and take appropriate action to bring project to completion within approved budget
- Report project status accurately, timely and according to protocol
- Develop project scope, feasibility, cost estimates, and schedule for installation engineering and construction
- Develop construction specifications
- Manage project construction resources, budgets, and schedules
- Administer construction engineering and design contracts
- Coordinate and manage installations, outages, and equipment start-ups
- Prepare and organize project construction documentation (manuals, correspondence, drawings, drawing lists, material listings, etc.)
- Track, report and manage project construction performance, schedule, and cost compliance
- Responsible for mentoring and managing team members, time management, and developing client relationships on a single project
- Will foster strong teamwork orientation and will be a resource for valuing and promoting diversity
- Provide proactive and intentional leadership in developing the safety culture on the project site
- Implement and/or establish project objectives and procedures
- Analyze and resolve work problems
- Direct supervisory responsibility of Project Superintendent, Assistant Project Manager, Field Engineer(s), and Project Engineer(s)



- Responsible for contract administration, procurement, scheduling and costing, supervision of project, staff oversight and mentoring, risk management, and quality control
- Will provide direction to the project team to complete the projects safe and on
- Responsible for adherence to the detailed project schedule
- Responsible for onsite administration of subcontracts
- Collaborate with construction team on preconstruction tasks and project schedule
- Position has direct profit and loss responsibilities for assigned projects
- Analyze and resolve work problems, ability to determine work method alternative
- Develop new business opportunities relative to a particular customer
- Responsible for customer management with current project customer
- Portrays a positive attitude and demonstrates professional customer service skills
- Creates and fosters a project team culture of far superior service to the customer
- Responsible to develop and implement a quality plan that ensures the design and construction of a project meets or exceeds the customer's specified performance criteria
- Work as part of a team in the development of client proposals and project estimates
- Primary liaison when negotiating customer contracts
- Assist in the development of initial sales, client proposals, and project estimate
- Promotes a respectful environment for all team members

Basic Qualifications

- Detail orientation sufficient to organize and manage multiple project tasks
- Possess basic understanding of construction law and generally accepted business practices
- Microsoft Office, project and pertinent web application skills at an intermediate level
- Proven positive and professional attitude, and strong customer service skills
- Superior Customer service skills required
- Open to change based on diverse input and feedback
- Strong leadership, communication, problem solving, initiative, and teamwork skills
- Strong teamwork orientation
- Detail oriented
- Proven ability to fulfill project development to project closeout responsibilities for multiple, complex projects

Education and Experience Requirements

- Four year college degree in one of the following: Construction Engineering, Civil Engineering, Construction Management, Architectural Engineering, or equivalent experience of a minimum of 5 years engineering and project construction management experience is required
- Software expertise: MS Word, MS Excel, MS Power Point, and MS Project
- The Construction Project Manager will lead a team to successful on time delivery within budget, schedule

Amount of Travel

Up to 50%

Please include the following information when applying for this position:

- Cover letter
- Resume
- Desired Salary