HARDY & HARPER JOB OPPORTUNITY: PROJECT MANAGER

INTRODUCTION

The primary function of this position is to provide project management of commercial and public paving and concrete projects located throughout Southern California. The purpose of this position is to ensure that all resources of the company are managed and coordinated in an efficient and professional manner on all assigned projects, with a mission of performing work within the budget and ahead of schedule. Tasks will include: creating, updating and enforcing project schedules; problem solving; coordinating project meetings, keeping project records and documents, managing project cost; managing change orders, acquiring permits, managing submittals and other necessary project documents and physically inspecting projects to monitor progress and compliance with project standards.

WAGES AND BENEFITS

We provide competitive compensation and employee benefits. The benefits package includes: medical, dental, and vision Insurance; paid vacation, sick time and holidays; 401K Plan.

REPORTING RELATIONSHIP

The Project Manager reports directly to the Director of Operations and assists him or her with specific projects as assigned.

SCOPE OF DUTIES AND RESPONSIBILITIES

The principal duty of the Project Manager is the overall coordination of project activities including; project control, material procurement and the resource management with the mission to finish projects professionally and profitably on schedule and on budget.

Project Management:

1. Oversee the supervision of personnel to include the following: work allocation, training, and problem resolution. Motivate employees to achieve peak productivity and performance.
2. Develop and implement a standard project setup procedure, including computer connections with the main office, office trailers, phone system, legal notice requirements and all other services necessary for project support.
3. Maintain professional relationships with vendors/subcontractors for the purpose of successful completion of our projects.
4. Coordinate the use of equipment and field labor for efficient utilization.
5. Ensure that time sheets and daily reports are properly completed and monitored for deviation from budget.
6. Ensure that proper OSHA, EPA, DNR, safety and environmental regulation compliance regulations and reports are maintained.
10. Travel to major jobsites when necessary.
11. Assist Superintendents in project-related issues as needed.
12. Monitor construction through the Project Management Team in collaboration with the project site Superintendent to ensure that the project is built ahead of schedule and within budget.
13. Interface between project executives and the Vice President of Estimating.
14. Represent the company at project-related meetings as requested.
15. Monitor Superintendent relations with clients, engineers, Inspectors and other contacts to facilitate construction activities, professionalism, and the collection of progress payments.
16. Monitor project closeout activities and punch list items to ensure prompt final payments.
17. Embrace and complete special projects or initiatives of the Vice President of Estimating with regard to the growth, development and improvement of operations.

The above duties are meant to define the minimum activities of the position and are not meant to restrict initiative, imagination, or resourcefulness in pursuing the mission of the Project Manager. These duties may be altered to suit the needs of the company.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in construction, engineering or technical discipline preferred.
2. Minimum of 5 years of experience as an estimator and or project manager with an asphalt paving contractor preferred. Experience in systems, logistics, scheduling, field operations, safety, and personnel management
3. Must be able to read and interpret construction plans and specifications.
4. Must have thorough knowledge of construction procedures, estimating techniques and field project management.
5. Versed in all aspects of the construction management process including preconstruction, construction and project closeout.
6. Proficient with Microsoft Office.
7. High energy, enthusiastic personality.
8. Outstanding people skills.
9. Excellent written and verbal communication skills.
10. Excellent analytical and organizational skills.
11. Stable job history.
12. Must have a California Driver's license and insurance to drive your own vehicle on company business. Reimbursement will be given on miles driven on company business.
12. Demonstrate a tenacity and sense of urgency to ensure realistic and consistent outcomes and delivery of results.
13. Must be able to manage and supervise multiple trades.
14. Demonstrate the ability to multitask and prioritize between competing issues, project needs, business needs, organizational issues, client relations and to make judgments at a level consistent with a member of management.