

## **POSITION OVERVIEW**

A successful **Project Manager** will provide overall management direction for construction projects while also providing leadership to the project staff. They will establish and enforce project objectives and company policies, maintain liaison with the owner and is often the daily, on-site client contact. They will manage, monitor, and report on schedule, budget, quality, and client relations, along with all construction activities.

## **DUTIES AND RESPONSIBILITIES**

- Develop, implement, and help enforce overall safety plan and goals for project
- Communicate expectations and importance of safety, ensuring safety audits are completed accurately and timely
- Develop trusting relationships with clients by ensuring that client expectations are met or exceeded, and conflicts are resolved
- Maintain a thorough understanding of the CBC/Owner contract and all project requirements
- Lead and motivate project team(s) while communicating and reinforcing CBC's vision, value and goals
- Mentor Assistant Project Managers and Project Engineers
- Perform constructability and coordination reviews of construction documents, gaining input from Field Executive and/or Superintendent
- Estimate, schedule, and lead procurement/buy-out, write scopes of work, and budget projects
- Manage all financial aspects of the project, including change orders, purchase orders, subcontracts, job costs, and profitability
- Communicate regular updates on project risks, schedule, costs, and changes to Project Executive, owners, architects, and subcontractors by maintaining monthly Construction Progress Reports

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong communication (verbal and written), organization, management, and good listening skills
- Ability to multi-task and manage multiple small projects concurrently
- Ability to read, analyze, edit, and interpret information so that it is presented to clients and other stakeholders in a professional and partnership-mindset manner
- Ability to effectively present information and respond to questions from clients, executive leadership, consultants, and the general public
- Must be able to use a personal computer and be proficient with Microsoft Office applications such as Word, Excel, as well as other various project management and construction financial accounting software

## **EDUCATION AND EXPERIENCE**

- Bachelor's or Master's degree in Construction Management, Engineering or related field of study
- 7+ years related experience and/or training
- Desired computer software experience includes Microsoft Project Scheduling Software; Microsoft Office; Primavera P6; Bluebeam; Procore

### **WHAT WE OFFER**

CBC offers a competitive salary package that includes travel compensation (if applicable). Our generous benefits package offers employees the opportunity to participate in a top-notch health insurance program, company paid life insurance, and access to great supplemental programs for dental, vision, long term disability, and accident coverage. Our 401K retirement program offers excellent investment options with a company match. We offer a paid time off program, as well as paid holidays.

### **HOW TO APPLY**

If you are interested in applying for this position, please email your resume to:  
[careers@builtbycontinental.com](mailto:careers@builtbycontinental.com)

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Continental Building company is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.