

Construction Manager

Job Summary:

The Construction Manager will oversee and coordinate various construction projects from start to finish, ensuring that schedules and budgets are followed.

Supervisory Responsibilities:

- Selects, contracts, and oversees contractors for specific needs such as painting or plumbing.
- Supervises each contractor and subcontractor to ensure that work meets quality standards and adheres to specifications.

Duties/Responsibilities:

- Provides leadership in initial planning stage by collaborating with clients, architects, engineers, or other involved parties; develops detailed description of jobs and materials necessary to complete project.
- Schedules and coordinates projects in logical steps and budgets the time necessary to meet each deadline.
- Prepares and submits budget estimates and regularly communicates with client concerning budget progress and costs.
- Ensures adherence to the budget and, when unexpected complications or issues arise, makes quick and necessary adjustments.
- Plans, coordinates, organizes, oversees, and directs activities regarding the construction and maintenance of assigned structures, facilities, and systems.
- Ensures safety standards and guidelines are followed on the jobsite and that all safety codes are met in construction.
- Oversees contract negotiations, revisions, and additions and adherence by all parties.
- Collaborates with clients, supervisory staff, contractors, and design professionals to discuss and resolve problems, including work procedures, complaints, and construction or design issues.
- Manages and leads actions that are necessary due to delays, bad weather, or emergencies at construction sites.
- Develops and maintains good working relationships with a variety of people, including owners, managers, designers, supervisors, tradespersons, and craft workers.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Thorough understanding of contracts, plans, specifications, and regulations.

- Ability to remain flexible and efficient in a fast-paced environment.
- Ability to make intelligent and quick decisions, working well under pressure, and when faced with unexpected occurrences or delays.
- Ability to effectively multitask while analyzing and solving problems.
- Thorough understanding of engineering, architectural, and other construction drawings.
- Ability to speak Spanish preferred.

Education and Experience:

- Bachelor's degree in Construction Science, Construction Management, or Civil Engineering required.
- At least five years of construction experience required.
- Construction Manager certification by the American Institute of Constructors or Construction Management Association of America preferred.

Physical Requirements:

- Must be able to traverse and inspect all areas of jobsite in all types of weather; this may include walking, climbing, reaching, bending, crawling, or stretching.
- Must be able to lift up to 50 pounds at a time.
- May require travel.
- Exposure to characteristic construction site dangers.
- Must be on-call to address delays, emergencies, bad weather, and other issues at the jobsite.