



POSITION GUIDE

TITLE: Construction Project Manager

REPORTS TO: President

RESPONSABILITIES

- Uphold our values and promote a safe construction site.
- Maintains working relationship with code and governmental authorities. Obtains licenses and permits to meet construction schedules as directed.
- Responsible for obtaining approval of all shop drawings together with proper filing and recording of this function.
- Responsible to create, respond and manage RFI, RFP's.
Coordinates with Job Superintendent most efficient construction techniques.
- Serves as the liaison between the Owner, the Architect, and the Company.
- Prepare and distribute long and short term job construction schedules and updates as required.
- Draft, distribute and manage change order procedures to owner and subcontractors
- Coordinate material delivery and subcontractor mobilization with job superintendents.
- Receive and approve all paperwork from field.
- Performs site inspections at the job locations and participates in final punch-list as required.
- Maintains all drawing files, records, and design manuals.
- Schedule and complete final punch-lists and obtain Owner/Architect signature on completion form including proper corrections and maintenance of "as built" drawings.
- Check actual job costs against budget figure.
- Prepare monthly payment applications to the owner and monthly material requisitions.
- Represent the Company in pre-construction and weekly job progress conferences.
- Responsible for project close-out including proper corrections and maintenance of "as built" drawings.

QUALIFICATIONS

- Bachelor's Degree ideally in Construction Management, Engineering or Architecture with a minimum of five years' related experience or an equivalent combination of education, training and/or experience.
- Must be proficient in reviewing and understanding all construction documents including specifications and drawings.
- Thorough knowledge of construction cost, scheduling, estimating, purchasing, and engineering principles and techniques, as well as accounting principles.
- Proven written and verbal communication abilities.
- Proficiency with computer applications, including Microsoft Office Suite of programs including Microsoft Project. Experience with PROCORE is a plus Must have advanced presentation skills.
- Demonstrated leadership and interpersonal skills.

Lakeland Construction offers competitive compensation and benefits package. Interested candidates can send their resumes in confidence to bkoporc@LMS86.com.

Lakeland Construction is an equal opportunity employer.