

MIDSTATE CONSTRUCTION

Project Manager Roles and Responsibilities

Location: Petaluma, CA

Job posted: NA

Suspension date: NA

Reports To: V.P. Project Management

Employment Type: Full time

ROLE

The successful candidate will become an integral member of the Project Management team by managing projects to ensure successful project completion.

PRINCIPAL RESPONSIBILITIES

- Supports and enforces all company safety policies and procedures
- Manages, organizes, coordinates, and controls the Project Management functions of projects assigned
- Responsible for complete project documentation, including correspondence, cost proposals, change orders, etc.
- Evaluates aspects of operational costs and works towards reducing costs and expenses where possible without sacrificing safety or quality
- Controls cost to maintain project budgets; identifies and eliminates unprofitable activities
- Ensures accurate, complete, and timely completion of company reporting and form relative to purchasing, labor, safety, inspections, permits, and project performance
- Provides support for accurate and timely project billings
- Provides on-site project support as required
- Regularly analyzes actual project costs against budgeted costs for each project assigned, and when variances occur, determines cause(s) and takes necessary corrective action
- Through personal example and leadership, maintains company reputation for outstanding client service and project quality

EDUCATION, TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Engineering, Construction Management, or related field
- General knowledge of commercial construction trades
- Minimum 5 years experience in the commercial construction industry
- Strong reading, writing, and personal communication skills required
- Ability to read, write, and understand contract language, contract drawings, and contract specifications
- Strong ability to plan and negotiate
- Microsoft Office Suite experience (Word, Excel, Outlook)
- Ability to schedule projects, familiarity with Microsoft Project

NOTE: This Position description should not be construed to imply these requirements are the standard of the Position. Incumbents will follow any instructions and perform any related duties required by their supervisors.

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OTHER REQUIREMENTS

- Must be able to work in the U.S. and possess a valid driver's license
- Team player

COMPENSATION & BENEFITS

- Competitive salary (DOE)
- Comprehensive benefits plan, currently including: Health, Dental, Vision, and Life Insurance policies.
- 401(k) plan
- Opportunity for financial assistance to continue career growth & personal development

As part of the Midstate Construction team, you will be united with experienced professionals who are committed to monitoring all aspects of the construction project, professionals who are dedicated to building relationships and growing with the company.

High value is placed on effective communications, and our teamwork approach recognizes the strength of staff stability. We are searching for an individual interested in a long term position with the opportunity to grow and become an essential member of our energetic team.

If this looks like the opportunity for you, we encourage you to submit a resume via fax to: (707) 762 – 4608, or via E-mail to hr@midstateconstruction.com.

Please visit our website www.midstateconstruction.com for further information and to stay apprised of current employment opportunities.

Thank you for your interest in a career with Midstate Construction!

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