

## Construction Manager

Coordinate and manage daily operations of all construction activities. Supervise trade partners while monitoring their adherence to company policies/procedures and progress in the construction process.

### Primary Duties and Responsibilities

- Responsible for any delays, emergencies and problems that can arise.
- Point of contact for jobs.
- Enforce Baseline quality throughout entire build cycle.
- Comply with safety and building codes as well as legal requirements.
- Host regular project meetings with trade partners.
- Provide feedback, advice, project updates to project managers.
- Manage deadlines and push the team to ensure timeliness.

### Education, Skills and Qualifications

- High school diploma or equivalent required.
- BS degree in construction management, architecture, engineering or commensurate work experience in construction management or similar role with good knowledge of construction management processes.
- Outstanding knowledge of building products, construction details and relevant rules, regulations and quality standards.
- Excellent multi-tasking and execution skills; highly focused on time management, task completion and follow-up.
- Competent in conflict and crisis management with strong interpersonal and communication skills.
- Requires resourcefulness and strong critical-thinking, problem-solving, and organization skills.
- Positive outlook, desire to support and interact with others daily in an exciting, challenging, and ever-changing work environment.
- Ability to meet deadlines while maintaining a professional attitude; great team-player and ability to accept feedback.
- Must exercise initiative and achieve objectives with minimal supervision.
- Must be detail-oriented problem-solver able to deal with complex situations; ability to plan and see the “big picture”.
- Strong computer skills preferred; proficiency in Microsoft Office, especially Excel. Experience in Microsoft Project and Sharepoint preferred. Experience with construction management software packages.
- Valid driver’s license and auto insurance coverage with good driving record.

### Physical Requirements

- Office and field work.
- Working in less-than-ideal environmental conditions.
- Some travel required; must be willing to travel for the day or occasional overnights.

### Type

Regular Full-Time