



Position Title: Project Manager

Position Overview:

The Project Manager is fully accountable for the financial (i.e., P&L) performance and overall management direction for one or more multi-million dollar heavy civil construction projects. This includes project planning, organizing, controlling and completion in accordance with company quality standards and legal safety standards (i.e., DOT & OSHA standards). The Project Manager has final authority over all major decisions related to project plan & implementation. The Project Manager shall be highly self-motivated and have a great attention to detail.

Responsibilities:

- Develop & effectively manage project plans and schedules
- Develop & effectively manage against project budgets, including negotiating contract terms and change orders
- Plan for and organize project staff according to project requirements, including assigning proper personnel to specific projects or components of projects
- Exercise wide discretion in directly or indirectly supervising project staff of 5-40 people (including assistant project managers, superintendents, foremen, civil engineers, surveyors, office personnel, construction crew, etc.)
- Ensure overall project quality control, including review of project designs for compliance with engineering principles, company standards, customer contract requirements and related specifications
- Prepare, submit and track submittals to Owner/Engineer
- Resolve engineering design and test problems, direct and properly integrate technical activities and production, approve design changes and specifications, and ensure work is performed in accordance with standard documents and bid parameters
- Act as Wells Brothers' representative with owners and owner's engineers at project meetings
- Interface and build relationships with subcontractors, suppliers, owners and engineers
- Complete ongoing financial projections of project performance throughout project life cycle
- Prepare analytical reports for presentation to upper management
- Create & maintain project-related documentation & correspondence (RFI, Change Orders, etc.)
- Issuance of subcontracts and supplier purchase orders
- Code and approve all vendor invoicing for payment
- Conduct weekly meetings with project team (to include scheduling and cost review)
- Collaborate with field management to ensure successful resolution of issues between the project plan & site execution on an ongoing basis
- Prepare and submit monthly pay requests
- Identify possible unforeseen work conditions early
- Coach and develop all company staff
- Monitor quality control and hold supervisors accountable for their installations
- Approve all equipment or personnel changes and requisitions prepared and submitted by superintendents
- Maintain Wells Brothers' strategic outlook and core values

Necessary Skills:

- Leadership skills
- Ability to manage large scale challenging projects.
- Ability to create and manage against demanding schedules
- Very strong oral and written communication skills
- Exceptional professional judgment
- Ability to work effectively with a diverse workforce
- Ability to multi task and prioritize
- Strong computer skills – Microsoft Office, Foundation Project Management, HCSS HeavyBid
- Resourcefulness
- Self-motivation

Employment Requirements

- will be subject of a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration
- must take and pass a drug test and will stay active in company testing consortium
- will be subject to e-verfiy
- This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Desired Minimum Qualifications and Knowledge:

- High School Diploma or GED
- College Graduate majoring in Civil Engineering and/or Construction Management
- Valid Driver's license
- Ten (10) years of directing heavy civil construction
- Traffic laws, ordinances, and rules involved in heavy equipment operation
Occupational hazards and standard safety practices
- Operational characteristics of a variety of heavy, power-driven equipment
Maintenance requirements of heavy, power-driven equipment

Supervision (Given and Received):

- Will serve as leader of assistant project managers, superintendents, foremen, civil engineers, surveyors, office personnel, and construction crew
- Receive direct supervision from project executive and company principals

Working Conditions:

- Environmental:
 - Outside weather conditions, exposure to dust and inclement weather
 - Works near moving mechanical parts
 - Exposure to vibration
 - Exposure to wet, hot and humid conditions
 - Noise levels are usually high
- Physical:

- Use of hands and fingers to handle, feel or operate tools and equipment controls.
- Reach with arms to access tools and equipment controls.
- Must be able to stand, talk, and hear.
- Good peripheral vision with proficient depth perception and the ability to adjust and focus.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities such as: heavy lifting and climbing; operating motorized equipment and vehicles; work in confined spaces; work at heights; work around heavy construction equipment
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- May be required to drive company vehicles to project sites located within a 120 mile radius of the company office
- Travel
 - Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.
- Expected Hours of Work
 - This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 5:00 p.m., 45 hours per week.