



## **PROJECT MANAGER JOB DESCRIPTION**

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**JOB TITLE:** PROJECT MANAGER - COMMERCIAL CONSTRUCTION  
**REPORTS TO:** JEREMY J. ADDINGTON, PRESIDENT  
**SALARY/HOURLY:** INQUIRE WITHIN  
**PAYROLL STATUS:** EXEMPT

### **SUMMARY & KEY RESPONSIBILITIES:**

This highly motivated, successful Project Manager is responsible for the project scheduling, owner correspondence, resource management assistance, and general direction of all operations of the assigned job site. Management responsibilities include ensuring profitability, meeting production goals, and pricing of extra work. Will work with Estimator to estimate assigned portions of projects during the job bidding process. Excellent organizational and communication skills are essential. Computer literacy is required. The ideal candidate will have strong desire to learn our company's processes and values in order to grow with the company.

### **PROJECT MANAGER JOB DUTIES (NOT LIMITED TO):**

- Responsible for developing and mentoring construction field supervision staff and overall project team.
- Ensure that construction staff has the appropriate training and development essential to meet client objectives.
- Monitor field staff performance and interface with construction client Project Managers and Resident Engineers on all facets of assigned projects to ensure client satisfaction.
- Responsible for meeting construction management budget and schedule objectives including the responsibility for the development of short and long term schedule, phasing and sequencing strategies.
- Assist with business development and growth activities, including client visitation, and proposal writing.
- Implements Safety, Quality, and Ethical Standards in accordance with official Company policies.
- Reinforces the compliance of field safety regulations by all field personnel.
- Manage financial aspects of contracts (fee payment, rental equipment, income/expenses, etc.) to protect Company's interest, maintain good relationship with Client.
- Is responsible for the overall profit and loss of each job and proactively seeks profit opportunities on each project.
- Handles all correspondence between Contractor and Sub-Contractor(s). Performs site visits and monitors progress of construction activities on a regular basis, and holds regular status meetings with all sub-teams.
- Ensure construction activities move according to pre-determined schedule(s). Draft and submit budget proposals, and recommend subsequent budget revisions where necessary.

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J. ADDINGTON GENERAL CONTRACTORS, INC. PO BOX 1268, POST FALLS, ID 83877  
PHONE: 208-765-5000 FAX: 208-765-5002



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- Develop and deliver progress reports, proposals, required documentation, presentations analyze results, and troubleshoot problem areas.
- Working with assigned Superintendents proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Responds to RFIs; process contract change orders.
- Approves all invoices and manage the billing process.
- Ensure compliance with contract specifications.
- Represents Company in project meetings, client meetings, etc.
- Build, develop, and grow any business relationships vital to the success of the project.
- Maintains strict adherence to Company policies and procedures.
- Values and incorporates contributions of people from diverse backgrounds.
- Demonstrated ability to build relationships, communicates effectively at all levels of the organization, and lead through influence – with the purpose of driving change and delivering positive outcomes.

### **PROJECT MANAGER SKILLS AND QUALIFICATIONS:**

- Two or Four Year College Degree in Construction Project Management preferred, but not mandatory or a minimum of 5 years of successful experience as an Project Manager.
- Strong work ethic.
- Ability to read and understand blueprints and specifications.
- Proficient in Microsoft Office tools including Word and Excel, Foundation Soft ( or similar) and Internet.
- Strong attention to detail.
- Strong project management skills with ability to prioritize and manage multiple initiatives simultaneously.
- Excellent verbal, written communication and presentation skills.
- Strong interpersonal/human relations skills.

### **PHYSICAL DEMANDS MAY INCLUDE:**

- Lift and carry sets of plans and specification manuals.
- Use a keyboard and mouse.
- Open filing cabinets.
- Bend or stand as necessary.
- Climb Ladders.
- Lift 10 - 100 lbs.
- Use hand or power tools.

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### **POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full time position. Days and hours of work are Monday through Friday 7:00AM - 4:00PM with an hour lunch break or as negotiated at time of hire.

**Employee Acknowledgement:** \_\_\_\_\_

**Employee Signature**

\_\_\_\_\_ **Date**

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