



UIBS

3941 Southeastern Way, Suite A
West Columbia, SC 29169
(803) 915 – 7890 | info@uibsusa.com

Job Title: Construction Site Manager

Job Type: Full Time

Job Location: Evansville, Indiana

Salary: \$60,000 ~ \$100,000

Job Description:

We are seeking for an experienced Site Manager who will oversee the field activities from the very beginning and until the completion of the project. You will walk the site daily as often as possible to document work progress, coordinate with subcontractors, and ensure all jobs are being done safely according to the codes and regulations.

Your duties will include:

- Takes ownership of all aspects of the field activities from start up to completion on their projects. These activities include, but are not limited to project safety, quality, schedule, planning, jobsite logistics, subcontractor coordination and risk assessment.
- Maintaining and tracking overall project. Use the schedule as a management tool to deliver the project on time.
- Provide real-time data to PM/Scheduler for schedule maintenance.
- Ensure Site Safety requirements are being met all times including both personnel and jobsite standards.
- Assist on-site safety personnel if needed, be able to safely stop work when infractions are found, and counsel subcontractors and team members when violations occur.
- Collaboration with PM to ensure timely buyout of subcontracts and to ensure procurement schedule is managed to meet project schedule.
- Set up and close out construction site.
- Walks the project daily to witness work going into place is being completed safely, meets quality standards and project schedule.
- Conduct required meetings to coordinate subcontractor activities on site.



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- Review all drawings, i.e. shop, architectural, structural, etc. when they are issued to the field and coordinate and maintain a current set at all times.
- Studies project documents to ensure the project is being built per plans and specifications, and in accordance with the contract.
- Reviews project budget with the Project Manager on a regular basis. Is in tune with project financials and aware of the impacts the site team can have on the budget.
- Assist in developing scopes of work for review and approval of Project Manager.
- May assist Project Manager in locating and evaluating potential subcontractors, vendors, and suppliers and participate in pre-award meetings.
- Assist in the preparation of various reports, i.e. cost to complete, monthly billings and status reports.
- Implement and execute project closeout and punch list procedures.

Your qualifications are as follows:

- Bachelor Degree in Architecture, Construction, Engineering, or related field.
- Minimum 5 years of experience in Construction Management or related field.
- Knowledge and understanding of Construction Documents, Specifications, Schedule and Industrial/Manufacturing projects.
- Excellent interpersonal skills and ability to work in team.
- OSHA 30 or higher is preferred.
- Ability to read and understand construction drawings.
- Commitment to follow through and sense of urgency.
- Good analytical skills and ability to work in a team environment.
- Excellent verbal/written communication and interpersonal skills
- Korean bilingual is preferred.

Your benefits are as follows:

- Medical, Dental, and Vision insurance
- Life insurance



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- 401K matching
- Relocation Assistant
- PTO
- Paid holidays
- Annual bonuses based on performance
- Visa Sponsorship
- Meals provided (Lunch/overtime dinner)
- Mobile Phone provided



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