



Project Manager

Job Summary:

The Project Manager will organize, manage, and execute projects for the organization's commercial, residential, public works, and government Contracting projects.

Supervisory Responsibilities:

- Oversees an interdepartmental team consisting of pre-construction, construction, and consulting members working with clients to ensure project budgets are met and completed on time, to specifications/construction documents, and to clients' satisfaction.
- Delegates work and assignments to team members based on expertise, work experience, and time constraints.

Report to: Owner

Duties/Responsibilities:

- Leads an interdepartmental team to complete an assigned project on time, to specifications/construction documents, and with accuracy and efficiency.
- Understand construction specifications/construction documents, and contract analyses as required
- Outlines the tasks and budget-conscious information involved in the project with weekly Project schedules and delegates accordingly.
- Conducts cost analysis, estimating expected costs for the project.
- Implements a budget based on estimates prepared by the project estimators.
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk
- Coordinate project meetings and create meeting agenda/minutes
- Addresses questions and concerns throughout the project.
- Works to promote relationships between the company and its clients and subcontractors/vendors.
- Communicates and collaborates with the team to provide adequate weekly Manpower, and complete and process RFIs, submittals, and prepare change orders.
- Completes closeout O & M manual requirements, including punch list and as-builts
- Ensures compliance with federal, state, local, and industry code requirements, contractual, and company regulations, standards, specifications/construction documents, and best practices.
- Files all pertinent project documents.
- Overnight travel, as required
- Performs other related duties as assigned.

Essential Skills/Abilities/Functions:

- Regular, consistent, and prompt attendance
- Ability to adhere to all company policies and procedures
- Excellent verbal, written, and computer communication skills
- Strong ability to track projects in our company software, including invoicing, scheduling, filing, RFIs, COs, meeting minutes, etc.
- Knowledgeable commercial and residential plan and specifications/construction documents reading skills, including architectural, civil, structural, mechanical, plumbing, and electrical scopes
- Proficient with Microsoft Office Suites and PDF programs. Procure and able to utilize these programs to accomplish the duties and responsibilities above.
- Excellent organizational skills and attention to detail so can manage multiple projects at once
- Excellent time management skills with the ability to meet established deadlines
- Ability to organize and maintain material orders per schedule
- Strong analytical and problem-solving skills
- Strong knowledge of contracts and how to implement the information while projects progress
- Ability to prioritize tasks and delegate them as appropriate

- Ability to maintain working relationships with subcontracts and clients
- Ability to coordinate with designers, utility companies, and other agencies
- Strong supervisory and leadership skills
- Valid driver's license required

Education and Experience:

- High School Diploma Required
- Bachelor's degree in a related field preferred
- At least 7 years of Project Management experience for a General Contractor, required

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift a minimum of 50 lbs. at times
- Must be able to navigate across uneven terrain when at construction job sites

We are looking for members to join our team. Local Native American Preference applies. Must have a reliable vehicle, 7 years minimum experience in Construction Management & Field experience preferred.

Please email your resume to the following addresses and place "Project Manager Applicant" in the subject box. Loren Miller: lorenmiller@lamcorporation.com, Jeffery Etsitty: jetsitty@lamcorporation.com, and Rick Deste: rickdestea@lamcorporation.com LAM Corporation (505) 722-0965.