



Job Description

Job Title: Project Manager	Position Classification: Exempt
Reports to: Director of Client Development	Workweek hours: 40
Department: Operations	Prepared by: Rhonda Galloway
Date: January 1, 2020	Percent of Time Traveling: 50% – 75%

Position Overview: Responsible for doing manual work requiring high physical fitness and strength to inspect, repair and build structures. Ensure all projects are completed on time and within budget.

Principal Duties and Responsibilities (Essential Functions):

- Manage and perform construction and carpentry tasks onsite.
- Completes inspections and repairs according to current ACCT Standards and Company’s policies.
- Completes inspection reports post inspections.
- Reports expenses through Company’s expense reporting system.
- Reports time worked using Company’s time keeping system.
- Reads and understands basic drawings, instructions, details and specifications.
- Download documents to SharePoint when applicable.
- Any other duties as assigned.

Supervision Received:

- Director of Client Development

Supervision Exercised:

- Supervises all installers on the construction site.

Minimum Required Education and Experience:

- High School Diploma
- ANSI/ACCT Level 2 [Inspector Certification](#)
- Clean driving record to allow for operation of company vehicles and leased equipment
- Knowledge of MS Office Suite
- Knowledge of safe work practices including heavy machinery
- Knowledge in construction and carpentry
- Knowledge of safe work practices including the use of hand tools

Preferred Education and Experience:

- Knowledge of Apple Operating Systems
- Knowledge of basic ascension and rigging principles
- Familiar with basic tree work including climbing, brushing & pruning

Skills & Abilities:

- Ability to lift at a minimum of 50 pounds
- Ability to stand for long periods of time
- Ability to work efficiently with a focus on quality
- Ability to traverse rough terrain
- Physically and mentally fit to work at heights

Pay is \$55k - \$75k per year depending on experience