



Albanese D&S, Inc.

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Dracut, MA 01826

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Construction Project Manager

Location: Dracut, MA

Company: *Albanese D&S, Inc.*

Albanese D&S, Inc. is a well-established General Contractor based in Dracut, MA, specializing in utility construction projects throughout New England. We are seeking a full-time **Construction Project Manager** to join our growing team. This role is ideal for candidates with a strong background in utility construction, exceptional organizational skills, and effective communication abilities, who thrive in a fast-paced, hands-on environment.

Responsibilities:

- Support overall project coordination in collaboration with field superintendents.
- Organize and maintain all project documentation, including daily field reports, photos, and quantity logs.
- Prepare and track RFIs, submittals, O&Ms, and change orders.
- Manage supplier and subcontractor quotes, perform buyouts, and issue purchase orders and subcontract agreements.
- Review and approve project-related invoices.
- Develop and maintain detailed project schedules.
- Work closely with superintendents to maintain and update monthly schedules.
- Act as the primary liaison between the owner, engineers, and project stakeholders.
- Participate in project meetings and deliver regular progress/schedule updates.
- Prepare and submit monthly pay requisitions to owners.

Qualifications:

- Bachelor's degree in civil engineering, Construction Management, or a related field.
 - 5–10 years of experience in utility construction, with a strong focus on **sewer, water, and pumping station projects**.
 - Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
 - Familiarity with construction industry standards and safety regulations (OSHA compliance preferred).
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What We're Looking For:

- Strong written and verbal communication skills.
 - Excellent organizational skills with high attention to detail.
 - Ability to multitask and manage competing priorities.
 - Dependable, team-oriented, and adaptable to changing field conditions.
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Benefits:

- Competitive salary
 - Health & Dental Insurance
 - 401(k) with company match
 - Life Insurance
 - Short-Term Disability
 - Paid Vacation & Holidays
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To Apply:

Please email your resume to careers@albaneseds.com