

# On-Site Construction Project Manager

## Qualifications

- A four-year bachelor's degree in Construction Management or comparable work experience.
- Industrial Construction: 5 years (Preferred)
- Candidate should be fluent in MS Office applications, including MS Project.
- Good understanding of concrete and steel construction.
- Thorough knowledge of safety standards is essential.
- Candidate must be able to read blueprints.
- Have a valid driver's license.
- Gerace is a 100% drug free workplace, and a drug screen will be required prior to hire.

## Full Job Description

The On-Site Project Manager is responsible for the planning and scheduling, resource allocation, cost control, technical direction, ensuring compliance with quality and safety standards, manage all field activities and responsible for coordinating effort of all subcontractors.

### Duties:

- Estimate all phases of design build project and maintain project plan.
- Create schedule and maintain activities and critical path for the project.
- Prepare an organization chart of project staff and prepare a schedule for manpower requirements.
- Review project progress (% completion) weekly with Superintendent and Senior Project Manager.
- Prioritize activities with Superintendent and review progress daily with Senior Project Manager.
- Prepare construction tools and equipment requirements.
- Review and authorize material requests and purchase orders.
- Initiate and monitor progress on all RFI's and submittals.
- Attend weekly progress meetings with owner.
- Initiate and price all change orders.
- Send notices on all issues affecting progress in accordance with contract terms.
- Identify problems, out of scope work, out of sequence work, and mitigate issues on site.
- Supervise and coordinate all sub-contractor field activities and safety compliance, along with quality and workmanship, and all project administrative, including time sheets.
- Ensure compliance with health and safety, environmental, and fire protection programs.
- Prepare and submit progress billings to Senior Project Manager. Review and approve related subcontractor and vendor invoices. Prepare, quote, and negotiate contract changes with client. Seek management guidance for major impact analysis including schedule slippages, delay in submittal approvals, access to work areas, etc.
- Lead project close-out requirements including training, O&M Manuals, final change orders, substantial completion notice, warranty letters, retention submittals, project completion date notice and lien notice period identification.

Salary: \$80,000 - \$100,000

Job Type: Full-time

Location: Midland, MI

### Benefits:

- 401(k) matching
- Health insurance
- Paid holidays and vacation

Gerace Construction Company, Inc is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disabilities, or veteran status.