



CENTRAL CONSOLIDATED, INC
PROJECT MANAGER
POSITION DESCRIPTION

Position Title: Project Manager
Department: Fire Sprinkler Division
Status: Full-time/Exempt
Supervisor Title: Construction Manager
Direct Reports: Site Foreman (5), Apprentices (5)

ESSENTIAL RESPONSIBILITIES/JOB TASKS

1. 30% **Provides oversight of all construction jobs, including coordination and allocation of resources to include people, tools and equipment** to ensure construction jobs are performed to quality standards, on time and within budget.

Tasks may include:

- Work with Fire Sprinkler Fitters Local 669 to appropriately staff construction jobs.
- Assess work performance, identifying needs for hiring, firing and orientation.
- Review and assess productivity.
- Assess skills needed and coordinate development plans for workforce.
- Visit job sites on a regular basis to ensure quality and customer satisfaction.
- Provide support to field leaders.

2. 30% **Supervises Project Managers and Project Management Assistants** to ensure construction jobs are performed to quality standards, on time and within budget.

Tasks may include:

- Supervision of Foreman including work assignments, performance review and feedback; and hiring, discipline and termination as needed.
- Review job progress and percent completion to minimize non-productive work hours and warranty work.
- Ensure proper job assignment, set up, contracts and permitting.
- Review account follow-up for each PM.
- Monitor job billings and collections.
- Develop/Implement procedures as needed; e.g., change order process, bid proposal, follow-up process, etc.

3. 10% **Supervises Estimation** functions for the purpose of ensuring timely bidding for construction jobs.

Tasks may include:

- Supervision of estimating staff to include allocation of work and bidding, performance review and feedback, hiring, discipline and termination as necessary.
- Provide final estimate assembly and approval.
- Monitor bid follow-up process.

4. 10% **Manages company safety program** to ensure the safety of all employees on the job.

Tasks may include:

- Conduct required training of employees.
- Assist in maintaining injury records.
- Develop and maintain MSDS sheets utilizing computer management programs.

5. 10% **Manages customer relationships** and expectations to ensure customer satisfaction.

Tasks may include:

- Meeting with customers to assess overall satisfaction and to identify additional business opportunities.
- Ensures quality outcomes of construction projects.

6. 10% **Performs administrative functions** to ensure ongoing company operations.

Tasks may include:

- Maintain city licenses and updates.
- Conduct annual employee reviews.
- Work with finance on annual budgetary projections.
- Work closely with sales/marketing, engineering, service and finance.

(Continually looks for new and improved ways of completing the above functions. Other tasks as assigned by supervisor will be performed in order to address unexpected situations or needs that may arise.)

RESPONSIBILITIES:

This position requires the ability to interact with others inside and outside at all levels of the organization on a daily basis. Obtaining information from others on a daily basis is necessary to complete job tasks. Preparing reports for management is frequent. Additionally, the ability to work independently to meet deadlines is required.

LATITUDE:

Duties are self-defined with flexibility in scheduling and accomplishing job tasks. Problem solving is accomplished independently most of the time. Most decisions are made independently based on Company policy. Some decisions in areas involving write-offs and contractual commitments can be made.

IMPACT OF POSITION:

Successful completion of work tasks results in increased customer satisfaction and reduced financial risk for the organization. Mistakes could result in significant financial impact for the organization.

CUSTOMER SERVICE/INTERACTION:

Daily face-to-face interaction with employees throughout the organization to complete work tasks. Frequent face-to-face interaction with ownership and management to exchange information, make recommendations, and complete work tasks.

ESSENTIAL SKILLS & REQUIREMENTS:

EDUCATION:

Bachelor's degree in construction management or construction engineering or equivalent experience, preferred.

EXPERIENCE:

Five to seven years construction management experience, preferred.
Minimum three years of supervisory experience, required.

SKILLS:

Building and construction knowledge
Management skills
Knowledge of design, engineering and technology
Interpersonal skills
Problem-solving skills
Analytical skills
Written and oral communication skills

Decision-making skills
Strong customer service orientation
Attention to detail
Administrative skill.
Phone skills
Computer skills
Union experience, preferred.

CERTIFICATION:

None

LICENSE:

Valid KS driver's license and a good driving record, required.

TRAINING:

Ongoing training as required by the Company.

EQUIPMENT:

Most of the job duties require the employee to be working with computers and electronic media on a regular basis.

PHYSICAL:

Requires frequent standing, walking, climbing of stairs, bending, squatting or twisting. Requires the ability to carry, lift, move or push up to 20 pounds on a regular basis. Must be able to talk and listen to others. Frequent use of manual dexterity and visualization of a computer screen through the day. Requires ability to see up close and distant, distinguish colors, peripheral vision, depth perception and the ability to adjust focus.

WORK CONDITIONS:

This position regularly works in an office setting and also frequently visits job sites in all types of indoor and outdoor conditions including near moving mechanical parts, in high, precarious places, extreme heat, cold and humidity. Occasional exposure to toxic or caustic fumes or chemicals. Regular noise levels range from minimal to moderate, but may be very loud when visiting job sites.

OTHER:

Must be available to work hours outside of normal office hours as required.

Must be available to be on call as required.

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and requirements.