



# Construction Project Manager

## Job Description/Task Requirements

**Department:** Construction

**Reports to:** Director of Construction

**Note:** At Service West, we provide a team-family environment that promotes safety, personal growth, opportunities for advancement and achievement. Critical to our continued success is hiring team-family members that are an exceptional fit with our company culture. We have high standards for our management and employee teams and we strive to live our Cultural Pillars and Value Proposition on a daily basis.

### Cultural Pillars

HEART => Humility / Execution / Accountability / Respect / Trust

Provide the Ultimate Customer Experience / Amaze and Delight our customers

Continuous improvement through employee empowerment and customer collaboration

Great results from well-planned and safe work

Team-based family environment with opportunity for ALL

### Value Proposition

At Service West, we deliver great quality work and services by anticipating service requirements, proactive planning and problem-solving, communicating professionally, and delivering seamless project execution all while building winning and long lasting relationships with our customers.

### Basic Function

The Construction Project Manager will be responsible for overseeing the project from beginning to end. This includes ensuring that the projects are completed within time constraints. You are responsible for budgeting, organization, implementation and scheduling of the projects.

***Specific Responsibilities and Duties include but are not limited to:***

### **Responsibilities:**

- Collaborate with all departments within Service West as well as client representatives, architects, general contractors, and other professionals to ensure clear understanding of project requirements for the successful completion of each project.

- Supervises superintendents, reviews their reports, checks on any reported difficulties, and corrects any safety violations or other reported deficiencies.
- Organize project functions, conduct highly accurate site inspections and layout of job site.
- Assists in producing accurate quotes, managing on-going account/service work as required while also managing project hours to meet or exceed goals.
- Attend client meetings and if required maintain ongoing meeting minutes and maintain project documents.
- Review project documents including specification drawings, floor plans, bills of materials, deployment matrices, etc. for accuracy and alignment with project planning.
- Work collaboratively and build strategic relationships with business customers and trade representatives.
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations.
- Ensure quality construction standards and the use of proper construction techniques/ Analyze, manage and mitigate risks.
- Continually analyze current processes and procedures and recommend process improvements to management team.
- Manages day to day operational and tactical aspects of multiple construction projects in a supervisory role.

### **Requirements:**

- Minimum 5 years of proven Project Management experience.
- Must have a complete understanding of construction practices and code compliance.
- Must have excellent communication skills (internal and external), be extremely organized and customer focused with practiced time management skills.
- Ability to be detail oriented is mandatory, with frequently changing priorities and deadlines, with unusual work hours and time spent out of the office.
- Demonstrated ability to read and interpret floor plan.
- Willingness to work a flexible work schedule as nights and weekends are required.

### **Knowledge/Skills/Abilities:**

- Bachelor's Degree in Construction Management, Engineering, Architecture, or related field.(preferred)
- Strong computer skills - Microsoft Office Suite (Word, Outlook, MS Project).
- Excellent Written and Oral Communication Skills.
- Ability to multi-task and manage multiple deadlines.
- Demonstrated attention to detail and team philosophy.

***\*Background check and drug screening required for employment***

***\*Service West is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.***