



## **Project Manager Job Description**

The Omega Construction Project Manager will be responsible for project cost management, labor productivity and schedule development, maintaining compliance with safety programs, and general construction administration.

The person in this role will create detailed scope of work documentation and troubleshoots issues. The Construction Project Manager will be responsible for performing site surveys, creating and updating project schedules, ordering materials, and contributing to selection and/or evaluation of contractors. In addition, this role will perform administrative tasks such as issuing work orders, preparing management reports, and preparing quotes and cost estimates.

### **Key Job Duties**

- Develops a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources.
- Coordinate and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- Is responsible for proper administration of construction, maintenance, and repair project contracts.
- Create and provide Business Units with budgetary numbers for projected facility related capital expenditures.
- Oversee assigned projects or tasks from start to finish.
- Project accounting functions including managing the budget, tracking expenses and minimizing exposure and risk in the project
- Ensure OSHA compliance and enforces all company safety policies and monitors work habits of subordinates to minimize the frequency/severity of accidents. Supports safety initiatives and safe working conditions.
- Develops a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources.
- Coordinate with Facility Field Service Rep Lead for project estimates involving production equipment, warehouse racking or furniture moves.
- Other duties as assigned.

## **Physical Requirements**

- o The work involves constant standing and walking five to eight hours a day.
- o Frequent lifting, carrying, pushing, pulling, kneeling, repetitive motion, high hand and eye coordination, feeling and talking up to five hours a day may be required.
- o The work also involves occasional climbing, balancing, stooping, crouching, crawling and reaching up to two hours a day.
- **Physical Activities:**
  - o The work involves lifting up to 25 pounds up to five hours a day.
  - o Ability to grasp and use tools is essential.
- **Environmental:**
  - o Conditions may involve occasional exposure to hazards, extreme cold, extreme heat, temperature changes, wetness, humidity and vibration up to two hours a day.

## **Minimum qualifications**

- Bachelor's degree in Construction Management or related field.
- Five (5) years' project management experience or related field.