Project Manager/Superintendent Job Description

**Base Responsibilities**

I. Schedule, coordinate, and manage the daily construction activities for commercial, residential, and remodeling projects
   - Ensure that projects are built to requirements and specifications established by construction drawings, building codes, and clients
   - Work with clients to ensure selections are made on time
   - Monitor production schedules, critical paths for projects, and trade contractor schedules to ensure timely project completion
   - Monitor project quality and cost control to safeguard profit margin

II. Design and implement checklists for inspections, quality control, and standard operating procedures

III. Inspect project site daily
   - Assume overall responsibility for maintaining a clean, safe project site
   - Schedule municipal inspections
   - Compile daily Field Report per project
   - Keep President informed of project progress

IV. Communicate with customers on jobsites; Answer their questions and ensure that construction meets their expectations

V. Order materials and supplies and schedule deliveries
   - Notify trade contractors and material suppliers in advance to assure materials are delivered and trade contractors arrive on schedule
   - Receive, inspect, and verify all deliveries
   - Check vendors' and trade contractors' invoices and authorize payment

VI. Guide and direct field employees, trade contractors, and suppliers
   - Assist trade contractors with tasks, when necessary
   - Explain and ensure compliance of safety program to all site personnel
   - Explain quality control standards and supervise their implementation
   - Ensure projects are built to quality standards
   - Strive for no-defect construction

VII. Consult with architect, engineer, builder, selections coordinator, trade contractors, and clients on plan revisions and change orders

VIII. Conduct pre-closing walk-throughs with customers and customer service/warranty coordinator. Coordinate punch list work

IX. Develop and maintain strong, productive supplier and trade contractor relationships
   - Communicate company’s quality and performance standards to each trade contractor and supplier
   - Conduct periodic work inspections to ensure that those standards are met

**Preference will be shown towards candidates with a 4-year college degree.**

**Requirements include a minimum of 5 years project management experience; additional experience in commercial and residential construction and remodeling projects is a plus.**

**Expectations**

- Full-time, salaried position on a monthly payment schedule
- Business Hours are Mon-Fri, 8:00a.m.-5:00p.m., additional hours may be required on deadlines
- Business-casual attire
- 2-week vacation notice required

**Benefits**

- Opportunities for continuing education credits
- Health Insurance coverage available
- Mileage reimbursed on non-Kansas City projects
- Paid Days Off: Most Federal Holidays; 14 vacation days; 3 sick days
- Frequent, complimentary employee lunches
- Retirement Benefits and Profit Sharing available after one year of employment