

Job Description Project Manager

Main Goal

The Project Manager is to deliver a successful project to the owner on time, within budget, with a high degree of quality and professionalism and enforce all company policies and rules at the jobsite.

Responsibilities, Authorities, and Key Result Areas

- Responsible for all aspects of the entire project.
- Must have a thorough working knowledge of project plans and specifications.
- Attain a quality of work consistent with the contract documents and Company policy.
- Monitoring coordination of subcontractors to fulfill the requirements of the schedule.
- Assists in preparation of project schedule.
- Monitor the project schedule versus-actual work performed. Formulate and implement corrective action.
- Responsible for processing of all change orders, internal contract adjustments and subcontract adjustments.
- Maintain an awareness of subcontractors and/or suppliers ability to perform.
- Authorized to commit the Company for variable and fixed costs as provided in the project budget.
- Responsible for monitoring the receipt, handling and placement of all material to fulfill the requirements of the construction contract.
- Responsible for notifying the Vice President of all major problems encountered at the construction site relative to cost, subcontractor performance, owner issues and schedule.
- Responsible to assure safe working conditions prevail at all times.
- Assures weekly safety meetings are conducted.
- Assures various insurance forms are completed when necessary.
- Responsible for timely submittal of various reports as required and/or requested from the division office.

- Responsible for monitoring cost versus budget and taking corrective action to assure costs do not exceed budget without just cause.
- Maintain OSHA required status as on-site “Competent Person” and maintain current First Aid and CPR certifications.
- Point of contact for company with all owner, architect and related relationships.

Reports to: Vice President

Qualifications:

- Comprehensive knowledge in all types of construction so as to allow management of complex projects on which many activities occur simultaneously. Will become involved in estimate prior to bid.
- Be able to comprehend and interpret the prime contract documents as executed between the owner and the Company, and to thoroughly understand subcontract agreements and how they are to be enforced.
- Know and understand all current laws and contract documents that pertain to specific construction projects.
- 5 years experience in Field Operations.
- Degree in Construction Related Field.

For Employment Consideration

Please forward your resume and cover letter via email or mail to:

Email: CMonteverde@HarrisConstruction.com

Mail:

Catherine Monteverde, Director of Human Resources
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