



CONSTRUCTION PROJECT MANAGER

Essential functions:

- Present a positive attitude about the Company and the job
- Be a team player
- Interface and maintain rapport with client, architect, engineers and owners
- Interface and maintain work schedule with Owner
- Prepare budget for project
- Monitor man-hour budgets
- Monitor and approve weekly time sheets for field personnel
- Develop, monitor and update project schedules
- Ensure that jobs are completed within budgeted costs
- Ensure that work is completed per contract, plans and specifications
- Ensure that jobs meet completion deadlines
- Ensure completion of closeout in a timely manner
- Demonstrate knowledge of contract administration
- Request change orders to contract
- Demonstrate knowledge of plans and specifications
- Issue Purchase Orders for subcontractors and materials per contract documents
- Monitor progress of trades and approves/disapproves their performance
- Demonstrate knowledge of industry-related trades
- Monitor rental equipment, delivery, storage, operation and maintenance.
- Complete required paperwork accurately and timely
- Ensure implementation of safety program for field personnel
- Investigate and report all workers compensation, liability and auto accidents
- Train new employees in compliance with state and federal government regulations
- Ensure compliance with hazardous material permits and licenses, hazardous material communication and approval and maintenance of jobsite traffic control plan
- Communicate job requirements to the Field Personnel
- Conduct regular performance appraisals for Field Personnel
- Maintain good employee relations
- Examine career goals with Field Personnel
- Meet or exceed external and internal customer expectations
- Produce a high quality of work
- Observe Company policies and procedures including safety rules and regulations

Astra offers competitive compensation and benefits packages, including paid vacation and holidays, medical insurance, life insurance, long-term disability coverage, vehicle allowance, phone allowance, and company matching 401(k). Salary will be commensurate on experience. We believe in ethical and fair treatment of our customers and employees to remain a leader in our industry. We are an equal opportunity employer and are a drug/smoke free workplace.



Skill requirements could include, but not be limited to:

- Good written and verbal communication skills
- Ability to comprehend and complete instructions given by supervisor
- Previous experience directing other employees and organizing work
- Can effectively manage personnel to stretch their ability horizon while producing top quality projects
- Can plan, schedule and efficiently coordinate the use of manpower and resources to produce the best return
- See safety as a way of life, able to foresee hazards and mitigate before injury or property damage is realized
- Previous construction in Commercial, Institutional, Health Care and or Government facilities field and/or office experience
- Ability to read and interpret plans
- Ability to read and interpret contracts
- Demonstrates solid computer skills
- Knowledge of Job Order Contracting, Heavy Bid, Heavy Job and Timberline, MS Project, Primavera, Plan Swift on Screen Take-off preferred
- College Degree or equivalent work experience

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