



Project Manager

Location: Ochlocknee Ga

FLSA Classification: Full-time Exempt

Reports to: Chief Operating Officer/General Manager

Work hours: Monday through Friday, 8:00am to 5:00pm; occasional evening and weekend work may be required as job duties demand.

Job Summary:

The Project Manager is responsible for managing projects for industrial clients in various industries and developing relationships with existing/new clients. The project manager will be the company's contact with the client and as such is responsible for promoting quality services and continuing positive relationships. Will also be responsible for the management of direct-hire construction and subcontracting, leading major technical, cost, scheduling and performance decisions as well as field construction oversight during project implementation.

Essential Functions:

- Plan, organize and direct several disciplines, project controls, and construction management; including engineering deliverables.
- Responsible for controlling costs and maintaining profitability for the project(s).
- Determine change order requirements, change order pricing and client approval prior to the work being completed.
- Build and maintain relationship(s) with client(s) and provide additional services FI CON can provide to meet client needs and maximize review potential
- Coordinate with Construction Management team the field construction activity and other field project(s) / support activities.
- Supervises the development of project(s) schedules and monitors production to assure timely project(s) completion.
- Reviews cost reports and makes analysis to assist in reducing costs and maintaining productivity.
- Establishes project labor requirements and reviews these requirements with field operations management.
- Conducts regular project inspections and advises project supervision of work progress, quality of work and conditions requiring attention regarding safety.
- Coordinates work with subcontractors to ensure all subcontract work is within project scope and specifications.
- Conducts regular meetings with project supervision to review project progress and to plan future construction activity.
- Coordinates with engineers, inspectors, and clients/owner representatives to isolate project issues and assists in developing solutions.
- Regularly conducts safety meetings and provides assistance to supervision in addressing areas and conditions requiring attention; leads safety culture for projects/sites as well.
- Continually monitors projects to ensure company and regulatory procedures are adhered to; Administers project policies and procedures.



- Monitors project purchasing activities to assure quality material and timely delivery at competitive costs.
- Determines the necessity of construction equipment and assures equipment is properly maintained.
- Oversight of start-up and commissioning.

Competencies/Essential Skills

- **Computer and Technical Skills:** Embrace and adapt to technology required to fulfill responsibilities of this position, to include Microsoft Office, Excel, Outlook, & Project Management software.
- **Organizational skills:** Ability to manage the needs of the team as well as ensure projects are meeting timelines/goals set for clients/customers.
- **Written and verbal communication skills:** Ability to work effectively with other team members. Capable of representing the company publicly in a professional manner.
- **Time Management:** Develop, organize, plan and have time management abilities to utilize, solve problems creatively, manage/schedule multiple priorities, and adherence of deadlines.

Travel

Travel to and from job sites to track progress on projects (25% or more)

Physical Demands

- This job operates in both a field environment and a professional office setting.
- This role is routinely required to stand; walk; sit; use hands for finger movement, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- Occasional use of standard office equipment, such as computers, phones, copiers, and scanners.
- Must be able to bend and lift and carry up to 25 pounds.
- Frequently exposed to wet and/or humid conditions at work sites
- Occasionally exposed to moving mechanical parts; fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and vibration.
- The noise level in the work environment is usually loud

Required Education and Experience

- Prefer but do not require a Bachelor's degree (business, construction management, project managers);
- Ideally 8+ related experience, ideally heavy construction; supervisory experience required
- Must be thoroughly versed in the operations of a construction company, general contractor and design-build firm.
- OSHA 10 Certification.
- Moderate computer and software skills to include the use of word processing, e-mail, electronic presentation programs and advanced skills with spreadsheet.
- Excellent knowledge of construction equipment and tools
- Ability to comfortably communicate, both verbally and in written correspondence, to senior executives, project team members, consultants, and partners.



Affirmative Action/EEO statement

We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment all employment actions such as promotions, compensation, benefits and termination of employment.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.