



JOB DESCRIPTION

Position Title: Project Manager – Civil Construction

Wage: \$95,000 - \$120,000 DOE

POSITION SUMMARY

The Project Manager is responsible for bidding, planning, coordinating, and managing civil construction projects from award through completion. This position oversees project schedules, budgets, contracts, resources, subcontractors, and client relationships to ensure projects are completed safely, on time, within budget, and to the highest quality standards. The Project Manager works closely with project owners, engineers, superintendents, estimators, subcontractors, and field personnel to successfully execute earthwork, utility, roadway, site development, and other heavy civil construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Bid projects and manage them to completion.
- Manage all phases of civil construction projects from pre-construction through closeout.
- Develop and maintain project budgets, schedules, forecasts, and cost controls.
- Review plans, specifications, contracts, and project requirements.
- Coordinate project activities with owners, engineers, inspectors, subcontractors, suppliers, and internal teams.
- Lead project startup meetings and ongoing project coordination meetings.
- Monitor project progress and implement corrective actions when necessary.
- Review, negotiate, and administer subcontractor and supplier agreements.
- Manage project documentation, including RFIs, submittals, change orders, contracts, and correspondence.
- Track production, labor, equipment utilization, and project costs.
- Identify and pursue change order opportunities.
- Prepare and submit progress billings and review project financial reports.
- Ensure compliance with project specifications, quality standards, permits, and regulatory requirements.
- Develop and maintain positive relationships with clients and stakeholders.
- Support field operations by providing guidance, resources, and problem-solving assistance.
- Collaborate with superintendents to ensure project schedules and production goals are achieved.
- Monitor project safety performance and promote a strong safety culture.

- Conduct project closeout activities, including final documentation, punch lists, and financial reconciliation.
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REQUIRED QUALIFICATIONS

- Bachelor's degree in Construction Management, Civil Engineering, Engineering Technology, or a related field preferred.
 - Minimum 5 years of project management experience in heavy civil, site development, utility, highway, or infrastructure construction.
 - Strong knowledge of construction methods, materials, equipment, and industry practices.
 - Proficiency with Microsoft Office Suite, project management software, and construction management platforms.
 - Ability to read and interpret construction drawings, specifications, contracts, and schedules.
 - Strong understanding of project budgeting, cost control, and financial management.
 - Valid driver's license with acceptable driving record.
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PREFERRED QUALIFICATIONS

- 7+ years of civil construction project management experience.
 - Experience managing projects exceeding \$5 million in value.
 - Professional Engineer (PE), CCM, PMP, or similar certification.
 - Experience with HCSS, Viewpoint, Procore, Primavera P6, Microsoft Project, or similar software.
 - Knowledge of public works, DOT, municipal, and federal contracting requirements.
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PHYSICAL REQUIREMENTS

The employee must be able to:

- Ability to travel regularly between project sites and offices.
 - Ability to walk active construction sites and navigate uneven terrain.
 - Occasionally lift and carry up to 25 pounds.
 - Ability to work outdoors in varying weather conditions as project needs require.
 - Ability to sit, stand, and work on a computer for extended periods.
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KNOWLEDGE, SKILLS, AND ABILITIES

- Strong leadership and team management skills.
- Excellent communication, negotiation, and interpersonal abilities.

- Advanced problem-solving and decision-making skills.
 - Ability to manage multiple projects and competing priorities simultaneously.
 - Strong analytical and financial management capabilities.
 - Ability to work effectively under deadlines and in fast-paced environments.
 - Comprehensive understanding of construction contracts and risk management.
 - Commitment to quality, safety, and customer satisfaction.
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WORKING CONDITIONS

- Combination of office and field environments.
 - Frequent visits to active construction sites with exposure to noise, dust, heavy equipment, and changing weather conditions.
 - Occasional evening, weekend, and extended work hours may be required to meet project schedules.
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EQUAL EMPLOYMENT OPPORTUNITY

The Company is an Equal Opportunity Employer and considers all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable law.

Reports To:

FLSA Status: Exempt

Employment Type: Full-Time