



A. Eilers Construction

Commercial Construction Project Manager

Reports to: Project Director and/or Chief Operating Officer

A commercial construction project manager for A. Eilers Construction plays a crucial role in overseeing construction projects from start to finish. Here's the job description for a commercial construction project manager:

Role: The Commercial Construction Project Manager is responsible for planning, coordinating, and supervising construction projects from beginning to end. They ensure that the project is completed within the budget and on time while meeting all quality standards.

Responsibilities:

1. **Project Planning:** Develop a comprehensive project plan that outlines the scope, schedule, budget, resources, and other key factors.
2. **Budget Management:** Monitor and manage project budgets to ensure financial targets are met. Identify cost-saving opportunities and address budget overruns promptly.
3. **Resource Allocation:** Coordinate with subcontractors, suppliers, and internal teams to ensure resources are allocated efficiently.
4. **Quality Control:** Implement and maintain quality control processes to ensure that construction standards are met and deliverables meet client expectations.
5. **Risk Management:** Identify potential risks and develop mitigation strategies to minimize project delays and cost overruns.
6. **Scheduling:** Develop and maintain project schedules, monitor progress, and adjust timelines as needed to ensure project milestones are achieved.
7. **Communication:** Serve as the primary point of contact for stakeholders, including clients, contractors, and internal teams. Provide regular project updates and address any concerns promptly.
8. **Compliance:** Ensure that all construction activities comply with building codes, safety regulations, and other legal requirements.
9. **Problem-Solving:** Address any issues or conflicts that arise during the project promptly and effectively.
10. **Documentation:** Maintain accurate project documentation, including contracts, permits, change orders, and other relevant records.
11. **Managing the Submittal Process:** Develop submittal log, send out requests to subcontractors and suppliers for submittals, review submittals prior to sending to architect for approval
12. **Contract Development:** Develop scope of works and contracts for subcontractors and suppliers, ensure A. Eilers Construction's liability and risk management is prioritized in the contracts

Qualifications:

- Bachelor's degree in construction management, engineering, or a related field is preferred
- Proven experience as a project manager in the commercial construction industry.
- Strong knowledge of construction processes, building codes, and safety regulations.
- Excellent communication, leadership, and problem-solving skills.
- Proficiency in project management software (Sage, Procore, Bluebeam, PlanGrid, etc.) and tools.
- 5 years' experience in commercial construction as a project manager, project engineer, or superintendent
- Experience working on projects ranging from \$250k to \$10 million