

- **Job Title – Construction Project Manager**

As a Project Manager you will be responsible for the management and overall cohesion of the project(s), beginning with design and continuing throughout the construction process. The ideal candidate has an undergraduate degree in architecture and/or construction management and a minimum of three (3) years' experience.

Prerequisites:

- 3 - 5 years experience required
- CQM, First Aid and OSHA 30

Job Description

- Prepares and maintains the Progress Schedule
- Prepares, processes RFI's and submittals.
- Expedite Scheduled Shop Drawings and maintain Shop Drawing Log
- Maintain Weekly & Monthly Company Reports
- Prepare monthly Pay Applications, process and approve bills and invoices. Maintain cash flow reports, and update cost reports.
- Prepares change orders for all Owner changes. Represents company as the liaison between Owner and Architect.
- Notify Owner and Architect of all potential time delays, changes, payments, and labor disputes.
- Maintain safety control.
- Administer the Owner and Subcontractor contracts.
- Expedite material deliveries and labor to the project
- Maintain delivery schedules for all material and equipment.
- Prepare subcontractor change orders.
- Prepare all necessary correspondence to all subcontractors, Owner and Architect.
- Schedule and hold weekly jobsite meetings with all subcontractors, Owner and Architect.
- Maintain project budget and cost control.
- Maintains organization of the project jobsite office and site.
- Maintains quality control, production control, and jobsite administration.
- Maintain jobsite files.
- Maintain contract documents and keep up to date as-built drawings.
- Prepare monthly cost reports and coordinate projections with superintendent.
- Submit weekly labor reports.
- Keep Management advised of all potential issues or problems.
- Knowledge of Microsoft Project and/or Primavera

Company Core Values

- We are **Team Players**.
- We are **Self-Driven**.
- We are **Solution Focused**.
- We are **Accountable**.



*Administration Team
Job Description – Construction Project Manager*

What you'll love about Hernandez Consulting

- **Great Company Culture**
- **Health Benefits:** Medical, dental & vision
- **Disability Benefits** (short and long term)
- **Employer Paid** Life Insurance Policy
- We **match** your 401k
- **Take a Break!** 3 weeks PTO, 8 holidays per year
- **Invest in YOUR Career:** Employee Stock Ownership Program (ESOP)