

# Construction Project Manager

## Job Description



We are looking for a passionate, high-energy individual who is excited about overseeing projects from start to finish.

### **Our Vision:**

North Peak is both the preferred construction management firm and employer of choice throughout the Western Region<sup>1</sup> of the United States. Due to our high level of craftsmanship, we are a company that our customers want to work with, and our employees are proud to work for.

### **Our Mission:**

To provide quality workmanship and customer service while maintaining the highest level of professionalism, honesty, and fairness in our relationships with our customers, employees, and vendors. To grow by continually providing useful and significant products, services, and solutions to markets we already serve while expanding into new areas that build on our competencies and customer interests.

### **Our Core Values:**

- We recruit, hire and train exceptional, self-disciplined people who are committed to our values and our team.
- Employees adhere to consistent result driven systems with freedom and responsibility within the framework of our operating systems.
- Company Growth will provide promotion opportunities for those who have demonstrated personal and professional Growth.

This position will work extensively with project stakeholders, business teams, Subcontractors and other internal/external partners to define, create, implement, produce and execute new projects/programs through their lifecycle. Our ideal candidate will have experience at various stages of construction and development including, but not limited to due diligence, estimating, contract management, people/subcontractor management, procurement, safety training and permitting.

Successful candidates have experience or backgrounds in the Construction Management, Architecture, Engineering and Safety disciplines. A Construction Project Manager is responsible for overseeing and coordinating all of the activities of a construction site according to project blueprints and schedule plans. Their duties include coordinating subcontractors, performing quality control and safety checks and providing on-site direction when preparing construction sites.

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<sup>1</sup> States West of the Mississippi

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### Responsibilities include *(but not limited to)*:

- Collaborate with engineers, architects and other workers in the same project
- Participate in OAC Meetings
- Choose subcontractors and delegate their responsibilities
- Responsible for submittal and closeout documents
- Responsible for handling any delays, emergencies, and problems that can arise
- Comply with safety and building codes as well as legal requirements
- Regular review of budget and preparation of costs for billing and analysis
- Report project progress and budget to client
- Explain contract and technical matters to others in a clear manner
- Prepare budget and cost estimates, along with work timetables

### BASIC QUALIFICATIONS

- Bachelor's degree in Engineering, Construction Management, or comparable field.
- 5+ years of experience as a Project Superintendent, Construction Manager, or other Construction related disciplines.
- Experience Estimating, Managing, and Scheduling

### PREFERRED QUALIFICATIONS

- Great customer service skills in dealing with the public, inspectors and owners, listen and speak in a clear and concise manner so that goals are met
- Leadership to be able to delegate tasks to workers, subcontractors and other lower-level managers
- Communication skills to give clear orders and process complex information to then delegate to others in a simple manner
- Excellent time management skills to meet deadlines
- Able to interpret construction methods, contracts and drawings of projects

*North Peak is committed to a diverse and inclusive workplace. North Peak is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, sexual orientation, protected veteran status, disability, age, or other legally protected status. For individuals with disabilities who would like to request an accommodation, please visit [www.northpeakconstruction.com](http://www.northpeakconstruction.com)*