

## 1 JOB DESCRIPTION SUMMARY

- 1.1 The basic function of the Project Manager is to oversee all aspects of construction projects in process for the company. The Project Manager is responsible for completing the projects on time and within budget.

## 2 REPORTING RELATIONSHIPS

- 2.1 The Project Manager is selected and appointed by the Division Manager in conjunction with the President of The Righter Company and reports directly to the Division Manager.
- 2.2 The following positions report directly to the Project Manager.
  - 2.2.1 Supervisor and Foreman (operationally only)
  - 2.2.2 Project Engineer

## 3 REQUIREMENTS

- 3.1 Education
  - 3.1.1 Required: High School Graduate
  - 3.1.2 Preferred: Associate's Degree (in Civil Engineering or Construction Management) or Bachelor's Degree (in Civil Engineering or Construction Management)
- 3.2 Licensing/Registration/Certification
  - 3.2.1 Required: Driver's License
  - 3.2.2 Preferred: P.E. Certification
- 3.3 Experience
  - 3.3.1 Required: construction management experience.
  - 3.3.2 Preferred: Five years construction management experience.
- 3.4 Skills/Knowledge/Abilities
  - 3.4.1 Ability to manage multiple responsibilities.
  - 3.4.2 Able to read and interpret construction plans and documents.
  - 3.4.3 Able to set and follow-up on schedules.
  - 3.4.4 Capable of making quick decisions.

3.5 Physical

3.5.1 Body Positions - This position requires the ability to sit for prolonged periods of time as well as the ability to stand for prolonged periods of time.

3.5.2 Body Movements

3.5.2.1 This position requires the full use of vision to perceive depth, work with figures and office documents and read and prepare narrative.

3.5.2.2 This position requires the ability to operate a motor vehicle.

3.5.2.3 This position requires the ability to utilize telephones and other instruments of communication with customers, suppliers and other contacts outside the company.

3.6 Mental

3.6.1 Mathematics

3.6.1.1 This position requires excellent math skills and accuracy for interpreting management reports, financial statements and budgets.

3.6.2 Language

3.6.2.1 This position requires the ability to read, write and speak English.

4 WORKING CONDITIONS

4.1 The Righter Company makes every effort to provide a pleasant, environmentally controlled atmosphere.

4.2 The office is a modern building which is clean, well-lighted, heated and air-conditioned.

4.3 Travel requirements involve frequent trips to jobsites.

4.4 This position may produce physical and mental stress.

5 AUTHORITY

5.1 The Project Manager is granted sufficient authority by the President to accomplish all the responsibilities and duties that are established for this position, to include, but not necessarily limited to the following:

5.1.1 Authorized to approve change orders up to preset amounts. Authorized to change or enhance construction procedure or schedule that would result in a benefit to the company through cost and/or time savings.

5.1.2 Field overtime approval in conjunction with Field Operations Manager.

## RESPONSIBILITIES

- 6.1 The Project Manager is responsible for:
  - 6.1.1 Prepares a schedule for each job by activity based on job requirements and superintendent availability.
  - 6.1.2 Reviews job schedule with Field Supervisor/Foreman.
  - 6.1.3 Attends owner pre-construction meetings.
  - 6.1.4 Reviews with Supervisors/Foremen percentages of completion against percentages of resources already used. Discusses in detail any items well behind schedule to determine if deficits can be made up.
  - 6.1.5 Reviews with Supervisors/Foremen any possible change orders required. Prepares estimate of change order costs for review with Division Manager. Prepares and submits change orders for approval.
  - 6.1.6 Periodically visits job sites on announced or unannounced basis to ensure jobs are properly supervised.
  - 6.1.7 Responsible for overall project management. Ensures that schedules will be met to prevent added company liability (liquidated damages). Assures overall profitability, quality and safety of job.
  - 6.1.8 Insures completion of all punch list items in a timely manner. Advises Division Manager and Controller of completion to enable prompt collection of retainages.
  - 6.1.9 Attends a formal review of completed job performance with President and/or Vice President, Division Manager, Estimator, and Job Supervisors/Foremen.
  - 6.1.10 Approves vendor and equipment rental invoices for payment.
  - 6.1.11 Approves at their discretion the use of unbudgeted overtime.
  - 6.1.12 Resolves any site problems that are causing work stoppages that cannot be handled by the Supervisors/Foremen.
  - 6.1.13 Issues change orders as required by appropriate subcontractors and vendors.
  - 6.1.14 Ensures that job cost information is updated to incorporate change orders.
  - 6.1.15 Send project evaluation forms to owners or representatives.

## 7 OTHER CRITERIA

- 7.1 Judgment and Decision Making
  - 7.1.1 Seeks guidance and counseling as necessary for performance of duties.

7.1.2 Demonstrates good judgment in investigating and solving problems.

7.1.3 Respects confidentiality of company, customer and employee information.

7.2 Relationships with Others

7.2.1 Demonstrates ability to tactfully handle difficult situations.

7.3 Planning and Time Utilization

7.3.1 Consistently shows ability to recognize and deal with priorities.

7.4 Initiative

7.4.1 Perform duties independently with no need for direction from others.

7.4.2 Recognizes and performs duties which need to be performed although not directly assigned - assisting others as needed.

7.5 Attendance and Reliability

7.5.1 Does not abuse or take advantage of personal days off.

7.5.2 Always provide proper notification and advance notice of absence.

7.6 Other

7.6.1 Maintains a well-groomed proper appearance appropriate for the position and situation.

7.6.2 Perform any other duties as needed to meet company objectives.

8 MEASURES OF PERFORMANCE

8.1 The performance of the Project Manager will be considered to have met the accepted standard when the following have been accomplished or exceeded:

8.1.1 Jobs are completed within budgeted time schedule.

8.1.2 Jobs are completed within estimated dollar amounts.

8.1.3 Punch lists are completed in a timely manner.

8.1.4 Change orders are handled in a timely manner.

8.1.5 Receives a satisfactory performance evaluation.