



Job Title: Project Manager

Rodriguez Construction Group is looking for a Project Manager to join our construction team. This position will give you the chance to work on some of our firm's top construction projects. Our Project Managers demonstrate a thorough knowledge of all aspects of construction management, ensuring that the projects are constructed in accordance with design, budget, and schedule. This is a fantastic opportunity if you are looking to gain more responsibility and advance your construction career.

Job Responsibilities

As a Project Manager with Rodriguez Construction Group, you will drive production in the field and your job will entail working in diverse settings to produce steady and functional infrastructure and products. This position requires the individual to have the personal attributes to manage, direct, mentor and support employees through their daily work. Demonstrates the ability and willingness to maintain a safe jobsite including disciplining subcontractors as necessary.

The following responsibilities are intended to describe the general nature and scope of work being performed by this position:

- Reviewing the job estimate, knowing the strengths/weakness of job items, identifying long lead times, schedule and run any hand off meetings
- Manage and prepare for job meetings, review any change orders or concerns with the client, handle pay applications
- Make sure daily logs/reports are turned in on time for job costing and get invoiced through accounting department, review job costs to ensure they are on track and profitable
- Working closely with the site manager or superintendent to manage financial and administrative needs of the project
- Determine the necessary equipment, materials, and manpower needed
- Keep track of inventory, tools and equipment
- Ensure supplies and equipment are ordered and delivered according to schedule
- Lead meetings with company staff and client representatives
- Ensure compliance with health, safety, environmental, and construction codes and regulations
- Collaborate with management staff, subcontractors, engineers, and key team members
- Negotiate with external vendors on contract agreements
- Delegate responsibilities appropriately
- Conduct site checks to monitor progress and quality standards
- Proactively manage the submittal, RFI, and change issue processes during the construction phase

Job Qualifications/Skills

- Hard working, willingness to learn, and a positive attitude
- Detail oriented team player with good organizational, communication and other interpersonal skills
- Proficient in Excel, Word, and scheduling software
- Competency working with a wide range of technology including computers, tablets, phones, and with Cloud base software programs
- Sound knowledge about safety standards and requirements
- OSHA 10 or OSHA 30 safety training or wiliness to obtain

Education and Experience Requirements

- Bachelor's degree in Construction Management/Civil Engineering required
- 3+ years' experience in the Construction industry performing project management work required
- Strong conceptual thinker with an understanding of construction methods and material
- Capable of managing budgets and schedules of projects
- Proficiency in Microsoft Office and other project scheduling software experience
- Strong knowledge of construction materials, processes, and equipment
- Ability to establish positive working relationships with business contacts, peers, and colleagues
- Strong organizational and communication skills with exceptional attention to detail

Physical Requirements

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work time may be evenly split between office settings or outside meetings. Limited local travel is required. Light physical effort in an office environment
- Frequent computer use
- Primarily sedentary work with occasional bending and reaching
- Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly

Rodriguez Construction Group is an equal opportunity employer.

Contact

Please send a copy of your Resume/Portfolio to: Bianca Rodriguez | BR@Rodriguez-cg.com