

Project Manager

Title	Project Manager
Division	Operations
Office Location(s)	East Peoria
Offices Supported	ALL
Reports To	Construction Director
Direct Reports	N/A
Last Updated	August 2023

Summary:

- Project Managers are responsible for leading construction efforts and working collaboratively with the other company departments to carry projects through carefully planned preconstruction efforts for an on-time delivery and that is within budget. Project Managers are responsible for the Financial, Schedule, Safety and Quality performance of their assigned projects. They are required to maintain a thorough 'big picture' understanding of their projects, and to recognize and act upon priority tasks without supervision. In addition to their own work, they are required to effectively delegate tasks and supervise project teams to include superintendents, foremen, project engineers, QC managers, Safety officers, project controls staff, project clerks, procurement staff and designers. This position serves in a companywide capacity; as such, could look to this position for additional support for the New Work / Pursuits Team to foster and develop client relationships, develop project leads and opportunities, and ensuring a Client-Focused project experience is occurring on every project.

Key Functions:

- Project Management Leadership:** Project Managers will consistently apply discipline to contribute to a highly functioning team dynamic while working collaboratively with other Project Managers in the same role/position, regardless of operating region, the Field Operations Department and the RCC Leadership Team. A Project Manager will consistently live, work, and lead in alignment with the organization's Purpose, Vision, Values, and Strategy.
- Project Team:** Hold overall responsibility for the project assignment. Utilize the latest technology with the expectations of finding efficiencies to improve communication, document control, and quality. Maintain an up to date and on time project schedule.



Work with the onsite Client Representatives to coordinate project details while ensuring superior quality in addition working collaboratively with the onsite construction superintendents, any additional Project Managers, and the skilled trades.

- **Project Lead:** Manage and lead assigned projects to ensure a client-focused experience, project goals, and successful project completion is achieved. Manage project budgets including labor, buyouts, job set up/close out, materials and procurement costs, accounts receivable, cash flow, forecasting, contingency and allowance accounting and profitability. Highly effective communications skills, as well as collaborative efforts with the Operations Team will be instrumental for this role to be successful.
- **Relationships and Partnerships:** Develop, foster, and administer strategic relationship initiatives with Clients, Design Partners, Subcontracting Partners, and Vendors that align with the types of projects in RCC's key market pillars. As Project Manager you are the face of the client relationship and main point of contact for all involved in the process.
- **Field Project Focus:** Resolve field construction problems in coordination with any other onsite agencies. Attend progress meetings, develop status reports, and deliver presentations, as required to then make recommended policy and procedure improvements. Comply to all necessary documentation (BIM). Work to resolve claims, suggest ways to mitigate impacts, and develop workarounds while maintaining project schedules, budgets, and quality expectations. Manage the change process: Identify and communicate scope changes, prepare, and submit cost and schedule change estimates, negotiate and process client change orders and issue subcontractor and vendor change orders. All to be managed, lead, and maintained while meeting all River City Construction safety expectations and standards.

Qualifications:

- 5+ years' experience
- 4-year degree preferred
 - Construction Management, Engineering, Architecture, or Similar Field is ideal
- Strong organization skills, good time management, professionalism, and ability to work well with others. Sense of selflessness / humility / enterprise first mentality, emotional and social intelligence.
- Certifications/Licenses required = OSHA 10
 - Preferred: LEAD, PMP
- Non remote position: General office conditions for day-to-day work in conjunction with ability to work with occasional exposure to dirty and dusty conditions and extremes of weather

INTEGRITY | EXCELLENCE | RELATIONSHIPS | INNOVATION

Benefits:

- Employer paid Medical Benefits
 - Elective benefits available also: Dental, Vision, FSA
- Company provided vehicle, laptop, and cell phone
- 401k with company match
- Vacation, Paid Holidays, and PTO
- Tuition Assistance Program
- Annual company performance bonuses

This job description in no way states or implies that these are the only duties to be performed by the associate(s) incumbent in this position. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification as necessitated by business demands. To perform this job successfully, the incumbent(s) will possess the knowledge, skills, and abilities to perform each job duty proficiently. The requirements listed in the document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Associate received: _____

Department manager: _____

Human resources: _____

Submitted on: _____