

## Project Manager

Title	Project Manager
Division	Operations
Office Location(s)	East Peoria
Project Area	Central IL: Peoria, Galesburg, Macomb and Quincy areas
Reports To	Construction Director
Direct Reports	Project Engineer(s), Intern(s) as assigned
Last Updated	August 2023

### Summary:

- Project Managers (PM) are responsible for managing complex construction projects and working collaboratively with other project stakeholders (owners, architects, regulators, subcontractors etc.) to execute projects from preconstruction to completion. PMs are responsible for the Financial, Schedule, Safety and Quality performance of their assigned projects. They are required to maintain a detailed understanding of their projects, and to recognize and act upon priority tasks & risks without supervision. In addition to their own work, they are required to effectively synchronize with other project team members including superintendents, foremen, project engineers, QC managers, Safety reps, designers, consultants, project clerks, procurement, and accounting staff. Project Managers are sometimes called upon to support the New Work / Pursuits Team to assist with constructability review, logistics planning and scheduling. Project Managers consistently live, work, and lead in alignment with RCC's Purpose, Vision, Values, and Strategy; and ensure a Client-Focused project experience on every RCC project.

### Key Functions:

- Project Management:** Project Managers are experts in project set-up, buy-out, CPM scheduling, submittal and RFI processes, document control, change management, subcontract and purchase order administration, budget, and cash flow control (AP/AR, forecasting), coordination with internal and external project stakeholders, project commissioning, close-out and turnover. They have a detailed understanding of the design process, cost estimating, insurance & bonding, permitting, environmental and safety regulations, the construction QC process, construction materials, means & methods. They are excellent leaders and communicators, with the ability to apply consistent discipline to contribute to a highly functioning project team.



- **Project Team:** Project Managers are critical and important members of the project team. They prioritize work activities to ensure schedule compliance. They quickly recognize risks and implement plans to mitigate them without direction or supervision. They lead meetings to keep stakeholders up to date on project progress, and to develop consensus on how to overcome project challenges. They look for opportunities to employ new technologies to improve efficiency, communication, document control, and quality. They are critical to the management of effective safety and quality programs on their assigned projects.
- **Relationships and Partnerships:** Project Managers develop and foster strategic relationships with clients, design partners, subcontractors and vendors that align with RCC's market sectors, business plans and corporate values.

### **Qualifications:**

- 5+ years' experience in the construction industry
- 4-year degree
  - Construction Management, Engineering, Architecture, or Similar Field.
- Strong organizational skills, good time management, professionalism, and ability to work well with others. Sense of selflessness / humility / enterprise first mentality, emotional and social intelligence.
- Strong computer skills are essential
  - Microsoft suite > Word, Excel, Project, Power Point, Teams
  - BlueBeam Revu/Studio
- Certifications/Licenses required = OSHA 10
  - Preferred: LEED, PMP, USACE CQM, EIT, PE, AIA
- Non remote position: This position is primarily a construction site office based at projects in Peoria, Galesburg, Macomb and Quincy. Occasional exposure to dirty and dusty conditions and extremes of weather is expected. RCC

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### **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

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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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Associated received: \_\_\_\_\_

Department manager: \_\_\_\_\_

Human resources: \_\_\_\_\_

Submitted on: \_\_\_\_\_