

<b>Distribution</b>	<b>SUBJECT</b>	<b>Date</b>
	PROJECT MANAGER	09-01-2014

Job Description: Project Manager

Reports To: Construction Manager

Has Reporting  
To Him:

Basic Function: To coordinate the systematic construction of a quality product in accordance with plans and specifications while adhering to a predetermined completion schedule. To insure profitability through cost control and to provide leadership and working conditions for subcontractors of a quality and nature that will encourage them to perform to the best of their ability.

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**DUTIES, RESPONSIBILITIES, AUTHORITY:**

**I. JOB BUDGETS**

- A. To assist the Construction Manager in the preparation of timely and accurate job budgets.
- B. To adhere to job budgets and report variances to immediate supervisor.

**II. SCHEDULING**

- A. To make, with the Construction Manager, a predetermined project schedule.
- B. To schedule all facets of the job to produce a finished product.
- C. To seek out new subcontractors and suppliers where needed to maintain schedules.
- D. To maintain a favorable environment within the project that will assist in schedule adherence and quality construction.

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### III. CONTROLS

- A. Maintain Job Schedule in readily understandable format, on a daily basis and report any significant deviations to Construction Manager in a timely manner.
- B. Utilize the Purchase Orders provided for ordering all material. Insure that vendors follow these unless obvious changes are necessary. Utilize Field Purchase Orders for deviations or changes in material orders.
- C. Keep Daily Log of all job activities.
- D. Promptly inform subcontractors where changes in plans and specifications occur.
- E. Promptly inform any subcontractors of required corrective action when sub-standard quality and/or performance is noted. Strictly administer all subcontract agreements and enforce as necessary.