



## **Project Manager Job Description**

### **Position Purpose:**

To provide a quality, timely product for Lyon Contracting Inc. and its investors in a productive, efficient manner. Control expenses while completing a project from design to occupancy. Project manager to work closely with architect, owners, and engineers from start project to completion. Project Manager to work 70% of time in Corporate Office (St. Cloud, MN) and 30% of time in field on project sites (Twin Cities/Metro) and work jointly with the Project Superintendents to coordinate time schedules and monitor job progress.

### **Indicators of Success:**

Complete and timely buyout of entire project to include all construction related materials on project. To maintain good relationships with Owner, Architect, local City Officials, and Inspectors. Development of accurate punch list for projects and timely completion. To direct and maintain weekly meetings and updated schedules on a job-by-job basis.

### **Areas of Responsibility:**

Project Manager has the primary responsibility of completing each project on time and within budget. Project Manager also has the responsibility to be self-motivated with a productive use of scheduled time as follows.

- a) Negotiate scheduling and Terms and Conditions of Subcontractors (25%)
- b) Prepare and process contracts, change orders, and purchase orders. (20%)
- c) Job site visits and field verification of time schedules and job site progress. (15%)
- d) Read and review plans and specification. (20%)
- e) Estimate and Budget projects. (10%)
- f) Research building codes for project, obtain building permits and Certificates of Occupancy. (10%)

**Key Skills and Requirements:**

- a) Business Communication- Use result-oriented communication and strategies for correspondence with correct grammar and punctuation.
- b) Computer- Basic ability to use computer hardware and software including, but not limited to Microsoft Word, Excel, Outlook, and Project.
- c) Organization- Demonstrate ability to proactively prioritize needs and effectively manage resources and time.
- d) Decision Making- Improve the speed and direction of decisions by clarifying and setting goals and identifying action steps.
- e) Budget Management- Understand how the budget is prepared, the line items impacted by each Subcontractor or Vendor, and how to impact results.
- f) Planning- Skilled in determining whether tasks should be attempted, identifying the most effective way of completing the tasks, and preparing how to overcome unexpected difficulties.
- g) Delegation- Assign tasks using such techniques as individual skills assessment, objective setting, and communication.
- h) Group/ Individualized Training- Skilled in the use of techniques and strategies required to deliver training material in-group as well as one-on-one settings.

**Qualification Standards:**

- Ability to perform duties within scheduled timelines and budget.
- Ability to work independently with little supervision.
- Ability to have outgoing and positive relations with Clientele, Contractors, Subcontractors, Field Assistants, and Vendors.
- Ability to cooperate and support others.



- Ability to accept directions and priorities from the Vice President of Construction and reliably follow through on tasks.
- Ability to work in extreme weather such as cold, heat, and humidity (as needed)
- Assists and performs other duties as requested/required.
- Ability to accept direction and priorities from the Operations Manager and Company Owner with reliable follow-through on tasks.

**Training and Education:**

- Minimum of a two-year degree in trade school or equivalent experience.

**Experience Desired**

- Minimum of five years in construction field along with supervisory experience.

This job description does not include all duties by the employee. The employee will be required to perform additional job duties and responsibilities. These essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.