



**The Parkes
Companies, Inc.**



SiteSolutions
A PARKES COMPANY

Project Manager – Sitework / Civil

Our Mission: *To provide comprehensive construction, development and real estate services - Building Solutions, From the Ground Up!*

JOB DESCRIPTION

- Participates in establishing a project budget through the negotiation or hard bid process.
- Participates in the implementation of construction projects and oversees the organization, scheduling, safety, quality, and cost-control of each project.
- Provide leadership on the project to other employees, subcontractors, suppliers, and consultants.
- Establish project objectives, policies, procedures, and performance standards within the boundaries of company policy and contract specifications.
- Initiate and maintain relationships with owners and other contacts to facilitate project activities.
- Monitor and control projects through administrative direction of on-site supervisor to ensure project is completed on schedule and within budget.
- Investigate potentially serious situations and implement prompt corrective measures.
- Represent company in project meetings and attend strategy meetings.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients.
- Formulate reports concerning such areas as work progress, costs, and scheduling.
- Manage multiple projects concurrently in different stages.
- Attend weekly, quarterly, and yearly management meetings to discuss project related items, corporate performance, and corporate goals.
- Performs all duties in conformance to appropriate safety and security standards.

JOB REQUIREMENTS

- 5 years of experience of Sitework Construction
- Bachelor's degree in Building Sciences, Construction Management, Engineering, or similar program
- Flexibility of working hours and location of work
- Reliable transportation
- Valid Driver's License
- Excellent communication skills
- Be a team player with a professional attitude
- Ability to travel on a semi-regular basis from the home office
- Competencies: Project Management, Leadership, Time Management, Thoroughness, Problem Solving/Analysis, Results Driven, Financial Management, Teamwork Orientation, Communication Proficiency.