



## Position Profile

**TITLE:** Construction Project Manager

**REPORTS TO:** CEO

### **QUALIFICATIONS:**

The ideal Project Manager is an active self-starter who expresses a sense of urgency for their work. He or she should be a positive, confident, and passionate person. The right candidate is professional and is willing to represent the Compton Construction brand both personally and visually. This person has a respect for Compton Construction's heritage and drive to improve the community through construction.

The Project Manager should be capable of leading their team to ensure the highest quality work is being delivered on time and under budget. This leader should be a hands-on team player who isn't afraid to creatively solve problems. This person is relationship driven and collaborative. They are able to take direction from supervisors, but also delegate tasks and mentor to team members appropriately.

He or she should have a strong understanding of all aspects regarding construction management. This person is punctual and willing to go the extra mile which can occasionally mean weekend or late hours. This is a patient individual. He or she is confident, but not arrogant. The Project Manager is both organized and detailed oriented in all aspects of their job.

The person is authentic and personable. He or she should have a good sense of humor and be approachable to clients, co-workers, and subcontractors. The ideal candidate expresses creativity in both personal and work environments.

### **RESPONSIBILITIES:**

The responsibilities of the Project Manager include, but are not limited to, the following:

1. Assist in all preconstruction services including sales, design, budgeting, and bidding
2. Create and manage the project schedule by scheduling daily/weekly tasks for the subcontractors and Compton Construction site team.
3. Track and maintain all financial transaction of the project with the accounting department's assistance (expenses and revenue).
4. Prepare invoices, contracts, change orders and other documents regarding the project scope.
5. Capable of managing the construction site team, by empowering the Superintendent and Field Assistant.
6. Mentor and develop the skills of the construction team.

7. Provide superior customer service and ensure excellent customer experience.
8. Understand and be able to communicate scope of contract to your supervisors, clients, and subcontractors.
9. Ensuring safety and all other Compton Construction job-site policies are upheld
10. Express critical thinking and problem solving skills to identify problems and solutions before they become real issues.
11. Create and approve all change orders outside the scope of the original contract
12. Maintain: daily logs, current contract documents, as-built drawing set, first aid kit, fire extinguishers, jobsite table/chair, and any other Compton Construction equipment
13. Physical requirements include sight, hearing, standing, kneeling or crouching in awkward or uncomfortable positions, possibly outdoors or in unheated/un-cooled areas indoors, for long periods of time.

## **SKILLS/KNOWLEDGE:**

### **Required**

Successful experience as a Superintendent (5+ years) or Construction Project Manager (3+ Years)

Track record of project success with documented results

Valid driver's license with reliable transportation

Demonstrated success operating and leading a team of at least 3 reports

Evidence of career growth

MS Office skills including Word, Excel, and Outlook

### **Preferred**

5-10+ Years of construction management experience

OSHA 10 hour Construction Safety and Health class completion

Microsoft Project Experience

2 year associate degree

### **Desired**

OSHA 30 hour Construction Safety and Health class completion

4 year bachelor's degree

Outside interests – hobbies, community involvement

## WHAT SETS COMPTON CONSTRUCTION APART FROM OTHER COMPANIES

Building is only what we do, not who we are. Serving our clients is the most important goal of Compton Construction. We are recognized in our communities and local organizations as a committed Community Partner. We serve to build. We build to serve.

There is opportunity for growth in all positions. Compton Construction invests in its employees for growth through multiple educational programs and certifications. We offer an excellent benefits package including comprehensive medical/dental, 401(k) with company match, apparel, and more!