

PROJECT MANAGER



JOB DESCRIPTION

Compton Construction has an exceptional opportunity for a project manager to establish themselves with a growing company offering the potential for future personal growth and leadership opportunities. Compton is a rapidly growing design/build construction company looking for a self-driven talented project manager who has a proven track record and can meet the following:

PROJECT MANAGEMENT RESPONSIBILITIES

- Procurement, coordination, and execution of a small, medium and large scale, phased projects.
- Write and manage all contracts with subcontractors
- Cost management, including monitoring of job profitability.
- Manage all document control items associated with the project.
- Foster a collaborative working environment with design team and subcontractor to insure timely resolution of field conditions.
- Interface/coordinate with the entire project team.
- Perform set-up and maintenance of those aspects of construction project management, which includes the planning, directing pre-award meetings, writing contracts, scheduling and budgeting necessary prior to the start of the project.
- Manage the planning and scheduling functions, which provide for the development of an overall project schedule, the establishment of project milestone dates, and the development of project standards and/or regulations.
- Participate in the necessary expediting to ensure the proper and timely delivery of Shop Drawings and Submittals, requests for information, construction materials, labor requirements, change order pricing and related approvals.

STRATEGIC INITIATIVE RESPONSIBILITIES:

- Oversee the safety plan; set safety culture at jobsite
- Independently create and maintain detailed project schedule with logic. Coordinate timely schedule updates with leadership team for management of overall project schedule.
- Develop written project management protocols that help establish consistent behaviors in field personnel

DESIRED SKILLS AND EXPERIENCE:

Must be a strong and organized leader with strong analytical and problem-solving abilities. Excellent verbal and written communication skills are also required. Specific requirements include:

- Min. 5 years of experience in the construction industry on complex projects with 3 or more years in a managerial role. Design Build experience is preferred.
- Established risk management and contract administration experience
- Local experience and contractor knowledge required
- 4-year technical/engineering degree required
- Strong verbal and written communications
- Strong negotiation skills to resolve cost items with subcontractor, design team and/or owner
- Strong estimating skills for change order pricing and subcontractor price verification
- MS Office skills required, including Word, Excel, Outlook, and Project
- OSHA 30 hour preferred

COMPTON CONSTRUCTION LLC IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, OR PROTECTED VETERAN STATUS.

Compton Construction LLC has an unwavering focus for the local community, safety and the environment, where we live, work and play.

Interested candidates can e-mail resumes to jobs@comptonllc.com with subject line 'Project Manager Resume'. Paper copies can be mailed to 2323 W 5th Ave Suite 215, Columbus Ohio 43204. Please, no phone calls.