



JOB DESCRIPTION

Job Title:	Project Manager	Dept/Location:	Kier Construction Ogden, Utah
Status:	Exempt / Salaried Full Time	Reports To:	President
		Supervises:	Superintendents, Warehouse Manager Project Manager Assistant

GENERAL SUMMARY

Directs activities of workers concerned with implementing construction projects by performing the following duties personally or through subordinate supervisors. Manages safety program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ▶ Manage all phases of construction projects, project team personnel and staffing requirements for each phase.
- ▶ Develop, maintain and perform weekly update of construction project schedules.
- ▶ Resolve schedule conflicts between subcontractors, suppliers and service vendors to avoid delay or disruption of the project.
- ▶ Perform customer relations activities and promote teamwork with owner, architect, engineers, city officials, subcontractors and Kier personnel.
- ▶ Obtain all building permits and ensure fees are paid.
- ▶ Conduct or oversee project meetings:
 - Pre-construction meeting with appropriate individuals (project team, subcontractors, architects, engineers, city officials)
 - Weekly jobsite meetings (performs project walk through for percent complete, quality of work, cleanliness and safety issues)

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- Weekly safety meetings
- Report project progress every two weeks to President and Vice President

- ▶ Develop staging plan and jobsite safety plan with superintendent.

- ▶ Coordinate with the estimator and superintendent to evaluate and hire subcontractors as needed to fulfill the requirements of the project.

- ▶ Assist superintendent with subcontractor construction and safety issues on jobsites.

- ▶ Update project management report daily until project close out.

- ▶ Maintain and keep current all construction documents (change orders, purchase orders, RFI's, submittals, etc.).

- ▶ Approve and track all submittals.

- ▶ Prepare monthly statements on project status for profit forecast and project completion.

- ▶ Submit monthly requests for payment. Collect any past due payments.

- ▶ Prepare and submit Monthly Project Report to President at monthly meeting.

- ▶ Oversee project close out:
 - Perform project walk through with owner, architect and superintendent
 - Generate punch list and distribute to appropriate subcontractors and individuals
 - Ensure all punch list items are completed correctly and in a timely manner
 - Close out all construction documents (change orders, purchase orders, RFI's, submittals, etc.)
 - Review and deliver Operation & Maintenance manuals to architect

- ▶ Perform duties and responsibilities of managing field personnel (including but not limited to hiring, disciplining, terminating and managing).

- ▶ Perform other assignments as directed.

Supervisory Responsibilities

Manages four to five subordinate superintendents who supervise four to ten hourly field employees. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶ Education/Experience: Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

- ▶ Competencies: To perform the job successfully, an individual should demonstrate the following competencies:
 - Analytical - synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
 - Design - generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.
 - Problem Solving - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
 - Project Management - develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
 - Technical Skills - assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

- Customer Service - manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication - writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Teamwork - balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Visionary Leadership - displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
- Change Management - develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- Delegation - delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- Leadership - exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Managing People - includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.
- Quality Management - looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Business Acumen - understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

- Cost Consciousness - works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- Diversity - demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
- Ethics - treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Company Support - follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- Strategic Thinking - develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
- Judgement - displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- Planning/Organizing - prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality - demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Safety and Security - observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Adaptability - adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

- Attendance/Punctuality - is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
 - Dependability - follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
 - Initiative - volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
 - Innovation - displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
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- ▶ Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
 - ▶ Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
 - ▶ Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
 - ▶ Stress Level: Moderate to high.
 - ▶ Certificates, Licenses, Registrations: OSHA 30 Hour Certification, First Aid/CPR Certification.
 - ▶ Computer Skills: To perform this job successfully, an individual should have knowledge of accounting software; contact management systems; Internet software; project management software; spreadsheet software and word processing software.

- ▶ **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- ▶ **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually low to moderate in the office and moderate to high in the field.

ACKNOWLEDGMENT:

Although Kier Construction Corporation has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the Company, at any time, with or without advance notice.

- ▶ I can perform the essential duties and responsibilities of this position with or without a reasonable accommodation.

Signature

Date