

COMSTOCK CONSTRUCTION, INC.

Wahpeton ● Fargo ● Fergus Falls



JOB DESCRIPTION

Job Title:	Project Manager
Department:	Office
FLSA Status:	Exempt
Reports To:	Senior Project Manager
Work Schedule	Monday through Friday
	Occasional Weekends
	Average of 40 to 50+ hours per week. Depending on schedule.

POSITION SUMMARY

Plans, directs, coordinates, and budgets, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participates in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.

ESSENTIAL FUNCTIONS

- Develops and maintains a positive, workable relationship with the owner and architect tracking accurate, complete, and current costs.
- Develops and tracks accurate, complete, and current budgets.
- Determines and executes low subcontracts and purchase orders.
- Develops and maintains accurate, complete, and current construction schedules.
- Develops and maintains accurate, complete, and current submittal schedules.
- Figures change proposals.
- Tracks and maintains current change proposal logs, including the status of outstanding proposals and follow-up with appropriate personal when required (overdue proposals).
- Executes and tracks change orders.
- Develops and tracks accurate, complete, and current change order budget revisions.
- Maintains accurate, complete, and current monthly budget revisions (adjustments).
- Develops complete and accurate schedule of values, billings and pay requests.
- Coordinates and tracks issues, including time sensitive issues, as they arise.
- Reviews and approves shop drawings.
- Reviews and approves timecards, invoices and subcontractor draws.
- Records and distributes meeting minutes.
- Coordinates labor, material and equipment needs.
- Coordinates activities with subcontractors.
- Documents job progress via digital pictures and proper organization of those pictures.
- Develops and maintains accurate job progressing, manpower and performance curve.
- Verifies work conforms to the contract documents.
- Develops and distributes an accurate job cost showing the actual results of activities on projects
- Confers with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
- Plans, organizes, and directs activities concerned with the construction and maintenance of structures, facilities, and systems.
- Schedules the project in logical steps and budget time required to meet deadlines.
- Determines labor requirements and works with General Superintendent to dispatch workers to construction sites.
- Inspects and reviews projects to monitor compliance with building and safety codes, and other

regulations.

- Interprets and explains plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Prepares contracts and negotiates revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers, and subcontractors.
- Obtains all necessary permits and licenses.
- Studies job specifications to determine appropriate construction methods.
- Selects, contracts, and oversees workers who complete specific pieces of the projects.
- Requisition supplies and materials to complete construction projects.
- Prepares and submits budget estimates and progress and cost tracking reports.
- Develops and implements quality control programs.
- Takes actions to deal with the results of delays, inclement weather, or emergencies at construction site.
- Investigates damage, accidents, or delays at construction sites to ensure proper procedures are being followed.
- Evaluates construction methods and determine cost-effectiveness of plans using computers.
- Coordinates project close-out.

QUALIFICATIONS

- Associates Degree in Architectural Drafting and Estimating Technology and/or Construction Management.
- Must be computer literate with a knowledge base of MS Office. Sage estimating and Procore software experience is a plus.
- Ability to complete assigned tasks within given deadlines.
- Ability to work at a sustained pace and produce quality work.
- Ability to adapt to change in the workplace.
- Ability to work successfully with a variety of people without making judgments.
- Perform a variety of duties which may change often.
- Must often lead by example.
- Must maintain a professional demeanor.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

Work is normally performed in a typical office environment. Most duties will be performed either sitting at a desk, table, or workstation.

WHY JOIN OUR TEAM?

- Full benefit package including 401k and Roth 401k
- Paid time off including holiday pay
- Family friendly employer
- Business casual/relaxed work environment

This job description has been reviewed to ensure that the essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.