



Fisher Construction Group, Inc.
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JOB DESCRIPTION

TITLE: Project Manager

REPORTS TO: Division President

Summary:

The project manager provides management oversight for all phases of the construction project, including coordinating workers, material, and equipment, ensuring that specifications are being followed, and work is proceeding on schedule and within budget.

Essential Functions:

- Cultivates clients. Develops client leads and pursues job opportunities by initiating contacts with potential clients and persons with influence on projects.
- Develops budgets, estimates and cost analyses for projects.
- Negotiates contract terms with clients.
- Develops a cost-effective plan and schedule for completion of the project following a logical pattern for utilization of resources.
- Selects subcontractors working on various phases of the project. Through management of project superintendent, oversees performance of all subcontractors.
- Reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed. Makes value engineering decisions.
- Is responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Supervises project engineers, reviews their work and checks on any reported difficulties.
- Corrects any safety violations or other reported deficiencies.
- Tracks and controls construction schedule and associated costs to achieve completion of project within time and monies allocated.
- Reports to owners and architects about progress and any necessary modifications of plans that seem indicated.

Peripheral Functions:

Works with a contracts administrator to develop necessary documents.

Skills, Knowledge and Abilities:

- Excellent verbal and written communication skills with an emphasis on customer service and marketing of the Company.
- Ability to negotiate and mediate issues with a variety of personalities representing a diverse group of individuals and businesses associated with the construction industry.
- Ability to exercise tact, diplomacy and discretion in business dealings and with staff.
- Exceptional problem-solving and decision-making abilities.
- Team building skills and the ability to motivate individuals.
- Thorough knowledge of the commercial and industrial construction industry. Knowledge of commercial and industrial building and safety codes, rules and regulations.
- Understanding of rules and regulations regarding jobsite safety.

- Ability to maintain a good attendance record. Ability to work long hours during some phases of projects.
- Demonstrated competence in MS Office, including Word, Excel, Outlook, Projects and Access.
- Ability to travel to distant construction sites, which may include overnight or several day stays.
- Valid Washington State Driver's License and good driving record.

Education and Experience:

Bachelor's degree in engineering, Construction Management, or related field and at least 5 years experience as a member of the project management staff of a commercial construction business.

Physical Requirements:

- Sitting is required for the majority of the day, although sitting and standing may be varied as necessary for comfort. Fine finger dexterity is required for use of a keyboard and other office machines.
- Visiting construction sites occurs frequently and requires exposure to inclement weather and walking on uneven, rough terrain. May require climbing stairs, planks or ladders to access parts of job site.
- Minimal lifting requirement of 20 pounds or less on an infrequent basis.

Working Conditions:

Work is performed in an office environment, as well as at construction sites located both locally and at out-of-state or out-of-country locations. Requires frequent travel, including overnight trips.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

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