

Project Manager

Walton Construction, Inc. – San Dimas, CA

Job Title: Project Manager

Location: San Dimas

Job Type: *Full Time*

Position Summary:

General Contractor specializes in construction of Multi-family housing projects. Type 5 Construction over subterranean parking.

We are seeking an experienced Project Manager for new & rehab building construction projects. The candidate will be responsible for the overall construction of all projects assigned. The successful candidate must possess the knowledge, experience and confidence to engage and professionally interact with the client while successfully directing the Site Superintendent and other construction related personnel in planning, coordinating and safely executing the work in accordance with the contract documents, schedule and budget.

Candidate must be professional and a personable leader committed to company goals and mission statement.

Responsibilities:

The following is a list of the major responsibilities of the Project Manager:

- Preparation of the project schedule.
- Review the project plans and specifications and comment on the building design, scheduling, possible cost savings measures and potential construction problems.
- Assist estimator in preparation of project budget
- Prepare the general conditions budget.
- Assist in assembling the job site office and equipment requirements.
- Have confidence in own ability to intelligently communicate with client as well as effectively lead the trades.
- Expedite all shop drawings and approvals
- Monitor and maintain the project construction schedule on a weekly basis.
- Raise and discuss relevant issues at the job site meetings. Prepare & issue minutes of all site meetings
- Inform the Client of any errors, discrepancies or omissions contained within the Consultant's design drawings.

- Expedite all CO (change order) costs. Maintain current CO logs.
- Monitor site safety and ensure that the requirements of the Occupational Health and Safety Act are enforced.
- Ensure completion of and track all independent testing and inspections as required.
- Manage monthly progress draws and subcontractor invoices
- Maintain and enforce good construction standards and quality control.
- Control and monitor labor, material and equipment expenses.
- Prepare monthly cost forecasting summaries.
- Ensure that “as-built” drawings are prepared on an ongoing basis by all trades during the construction period and issue final close-outs to consultant/owner accordingly.
- Ensure all required municipal inspections are performed.
- Prepare and expedite project deficiency lists.

Qualifications:

Four (4) year degree in Construction Management preferred. Will consider successful career and infield training, in lieu of a four (4) year degree.

Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- Construction Management: 1 year