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# PROJECT MANAGER

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**Job Title:** Project Manager

**Job Type:** Full-Time

**Location:** Portland, Michigan (Main Office)

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**Our team at Miller LS Bridge Construction** is dedicated to delivering exceptional heavy highway construction projects across Michigan. We deeply value our workforce and are committed to ensuring their safety, fostering growth, and achieving success.

Our dedication to excellence is evident in our strong connections within the community, as we continuously serve and shape the future of Miller LS Bridge Construction. We remain focused on our growth trajectory by continuously enhancing the skill levels of our existing team members and new recruits, thereby cultivating a highly skilled workforce to better serve our Michigan community.

We are an equal opportunity employer and will not unlawfully discriminate based on race, color, sex, religion, national origin, age, sexual orientation, gender identity, marital or veteran status, the presence of a medical condition or disability, heights, weight of any other protected status.

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**Benefits:**

- Health Insurance
- Health Savings Account
- Dental Insurance
- Vision Insurance
- Paid Time Off
- Life Insurance

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**Miller LS Bridge Construction** manages multiple projects across Michigan.

**We reserve the right to mandate physical examinations, drug screenings and background checks for our employees.**

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## Job Summary:

As a Construction Project Manager, your role encompasses strategic planning, effective coordination of construction tasks (including bridge construction, repair, and maintenance), and collaboration with engineers and architects to define project specifications. You'll allocate resources, obtain permits, and create project schedules for timely completion. Managing subcontractors, ensuring safety compliance during emergencies, and overseeing budgets are also part of your responsibilities. Meticulous planning, adherence to safety regulations, and effective communication with team members and superintendents are crucial. Expect site visits in various weather conditions, including alongside live highway traffic, at elevated heights up to 50 feet and throughout a variety of weather conditions.

## Key Responsibilities:

### Collaboration and Coordination:

- **Engage with Engineers and Architects:** Work closely with engineers, architects, and other professionals to define project specifications and establish a clear understanding of project goals.
- **Resource Allocation:** Determine resource needs (manpower, equipment, materials) while staying within budget constraints.
- **Permits and Compliance:** Obtain necessary permits and licenses from relevant authorities to ensure legal compliance.
- **Project Scheduling:** Plan and schedule construction operations, ensuring timely completion.

### Subcontractor Management:

- **Problem Resolution:** Address any delays, emergencies, or issues that may arise during construction.
- **Safety and Codes:** Comply with safety regulations and building codes throughout the project.

### Budget Oversight and Reporting:

- **Budget Adherence:** Monitor project expenses to stay within the allocated budget.
- **Client Communication:** Clearly communicate project progress.
- **Contract Understanding:** Explain contract terms and technical matters to team members and subcontractors.
- **Generate and Track Budget Estimates:** Develop accurate budget estimates and track costs throughout the project.
- **Progress and Cost Reports:** Provide regular progress reports, including cost analysis to the Superintendent.

### Preparation, Planning, and Communication:

- **Project Scheduling:** Prepare detailed project schedules, considering resource constraints.
- **Resource Planning:** Develop resourcing, scheduling, and budgeting plans.
- **Project Organization:** Plan, organize, and direct construction project activities efficiently.
- **Superintendent Communication:** Maintain regular communication with superintendents to ensure smooth project execution.
- **Project-Level Safety Plans:** Create and maintain safety plans specific to each project.
- **Knowledge and Safety:** Understand Michigan construction laws, safety protocols, and equipment usage.
- **Adaptability:** Perform work safely near highway traffic and in various weather conditions.

### **Qualifications and Skills:**

- **Construction Proficiency:** In-depth understanding of construction procedures, materials, and project management principles.
- **Organizational Skills:** Strong organizational abilities to manage resources efficiently.
- **Attention to Detail:** Ensure precision in project execution and adherence to specifications.
- **Deadline-Oriented:** Ability to meet project deadlines without compromising quality and safety.
- **Budget Management:** Experience in budget planning and cost control.
- **Communication:** Effective communication skills with team members, clients, and subcontractors.

Please be aware that this job description may not include all the activities, duties and responsibilities required for this role. Duties and responsibilities may be subject to change with or without notice. These changes entailed may be in accordance with, but are not limited to job site conditions, work and weather conditions, tasks, and labor necessary per job site, etc.

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### **Qualifications:**

Individuals selected for this role will be traveling to different job sites across the state of Michigan.

### **Characteristics/Abilities:**

- Must be self-motivated, detail-oriented, organized and have outstanding negotiation skills.
- Practice efficient time-management skills, meeting deadlines and being capable of following through with assigned tasks.
- Proficient in multiple forms of communication: verbal, written, interpersonal, etc.
- Exudes integrity and honesty, understanding that the position handles confidential information.
- Efficiently work in a fast-paced environment and complete duties in a timely manner.
- Accurately process construction plans and documents, noting any adjustments while efficiently communicating with company, subcontractors, and tradesmen.
- Provide technical engineering advice in the context of complex civil engineering projects.

### **Education:**

- Preferred: High school diploma or GED. Further education is not necessary but preferred.
- While further education is not mandatory, documentation highlighting certificates or trade-related schooling can strengthen your application and potentially lead to higher wage opportunities.

### **Experience:**

- Although experience is not a strict requirement, it is preferred.
- One to three years' experience in General Contracting and/or Construction Management.
- 2+ years of related experience in heavy construction (roads, bridges, underground utilities).
- General knowledge of construction contract language.

- Experience working with and proficiency in multiple Microsoft Office applications: Word, Excel, Project, Outlook, PowerPoint, etc.)
- Familiarity with quality and health and safety standards in Michigan.
- Providing documentation that outlines your construction or other trade-related experience can improve your chances of receiving higher wage opportunities and strengthen your application.

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The construction season is set to begin **March/April 2024**

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If you are interested in joining our team as a Project Manager, please submit your resume and cover letter detailing your relevant experience and qualifications.

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