

Job Description – Construction Site Manager

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures. This standard defines the tasks and responsibilities for the Construction Site Manager.

2.0 General:

Responsible for the overall management, leadership and direction of a construction site to which assigned such that the contractual requirements and obligations are fulfilled safely, in accordance with drawings and specifications and all work is completed within the safety goals set for construction, within budget, and within schedule.

3.0 Tasks and Responsibilities:

The Construction Site Manager shall be responsible for, but not limited to, the following:

- Directs all aspects of Construction Project Management on an assigned construction project, covering all construction phases from mobilization to project completion, including, but not limited to Safety performance, QA/QC, Budget, Subcontract Administration, Change Management, Scheduling, etc.
- Ensure that the right product is developed and delivered to meet Company's safety standards, quality standard, and contract requirements.
- Utilize Construction management methodologies, system and tools as defined by Company.
- Lead Construction Project Team and facilitate the communication and interaction amongst the functional representatives, internal and external.
- Track project against safety, schedule, and budget objectives, reporting status to H.O. Management and customer on a regular basis, and executive staff on an as required basis.
- Develop and implement recovery plans for schedule slippage and unanticipated eventualities.
- Prepare periodic management and or customer reports and presentations.
- Prepare and conduct construction project team meetings.
- Prepare and conduct meetings with subcontractors.
- Manage construction project budget and control expenses effectively.
- Provide feedback regarding subcontractor performance on a construction project team to the Manager of Construction, and Construction Project Manager for documentation, and action.
- Recommend new processes where needed to improve safety, budget, quality or on-time delivery.
- Effectively train, develop, and appraise the assigned field staff. Recommend corrective action as necessary on a timely basis and in accordance with company policy. Consults with the Manager of Construction, Construction Project Manager, and Human Resources as appropriate.

- Provide Construction Reports and Presentation's as required.

4.0 Education and Experience Required:

- BS/BA or equivalent combination of education and experience.
- 7 or more years experience managing a \$10 million or greater construction project.

5.0 Skills Required:

- Possess a broad understanding of each construction discipline.
- Effective leadership skills.
- Effective computer skills; Microsoft Office Software, Lotus Notes, and other Company and discipline specific software applications.
- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Effective analytical and problem-solving skills.

6.0 Travel Percentage:

- Light - Assigned to a specific site

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit for long periods of time. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee must frequently climb to heights of 50 feet or greater.

8.0 Department:

- Construction

9.0 Reports To:

- Manager of Construction

10.0 FLSA Status:

- Exempt

11.0 Direct Reports:

- None

12.0 Salary Grade:

- 11

13.0 Approval:

- Manager: _____ Date: _____

• Employee: _____ Date: _____