

HENDRICKSON TRANSPORTATION, LLC

Job Description Form



Division/Department	Construction		
Location	2762 310 th Street, Hamburg, Iowa		
Job Title	Project Manager		
Reports to	Tyler Greene	Title	Field Operations Manager

Level/Grade: Middle Level	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40+ / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt 7:00 am – 5:00 pm M-F, After hours and weekends
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GENERAL DESCRIPTION

It is the responsibility of the Project Manager to organize, supervise and coordinate the project and the onsite staff (daily communication with superintendent(s) on operating project sites is expected) in order to complete the work on schedule, within the budget and to the quality of workmanship specified. To do whatever is reasonably necessary to execute his/her duties and responsibilities which include, but are not limited to, the following.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Communicate with stakeholders regarding project needs and goals.
- Planning and development of projects.
- Direct involvement of estimating, negotiating, as well as proposals of new contracts.
- Development of business development and process improvement.
- Coordination and management of projects.
- Researching information as required.
- Direct daily communication with superintendent, Quality Control and Safety.
- Provide leadership and to establish and maintain effective working relationships with all those involved in the project.
- To meet at regular intervals with the CEO, CFO and COO and keep them currently advised on the status of cost versus budget and the progress of the work.
- Coordinate the functions of the estimating, scheduling, purchasing, accounting/billing and operations departments as they relate to the progress and completion of the project.
- Have complete and thorough knowledge and understanding of the contract documents, general contract and the subcontracts.
- To see that all drawings and specifications are examined, prior to construction, for design deficiencies, impractical details and possible code violations. Translate information to the project owner.
- Implement and evaluate quality standards.
- See that the prescribed quality control measures are implemented and maintained throughout the life of the project.
- To see that the project schedule, incorporating dates and times per specified contract timeframe, availability of design information, procurement of materials, machinery and subcontracts, is established and maintained.
- Organize and train the on-site staff to the requirements of the project, and to assure that those individuals whose functions require the knowledge and understanding of certain documents and procedures, receive and understand that information.
- To assure that everyone understands his/her own responsibilities of those whom he/she is working.
- Utilize skills to run multiple projects as efficiently as possible.
- Ensure resource availability and allocation.
- Develop detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule and project costs.
- Report and escalate to management role as needed.
- Perform risk management to minimize project risks.

- Create and maintain comprehensive project documentation.
- Manage the relationship with all subcontractors as well as all stakeholders
- Establish and maintain relationships with third parties/vendors
- Delegate project tasks based on employee individual strengths, skill sets and experience levels.
- Track project performance, specifically to analyze the successful completion of short and long-term goals.
- Meet budgetary objectives and adjust project constraints based on financial analysis.
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Utilize and continuously develop leadership skills.
- Perform other duties as assigned.
- Establish and maintain Hendrickson administrative policies and procedures as they relate to the project.
- Applications for payment of the owner are properly submitted, payment is promptly received, and funds are properly disbursed.
- Management is informed as to the progress of the project, its financial status and current
- Requirements pertinent to insurance, safety, labor relations and state or federal government wage or employment regulations are met.
- Reporting and forecasting of cost through a cost value reconciliation format is achieved on an accurate and timely basis.
- Ensure that additional project costs are submitted and accounted for in a timely manner.

JOB REQUIREMENTS

- Outstanding verbal, organizational and written skills
- Experience working with staff on all levels
- Knowledge of finances and invoicing
- Demonstrates experience of ethical leadership
- Microsoft office knowledge/working knowledge of IT and business infrastructure
- Strong abilities to understand new issues quickly and make wise decisions
- Proven negotiation skills
- Ability to inspire confidence and create trust
- Ability to work under pressure, plan personal workload effectively and delegate
- Demonstrate competency in strategic planning and business development
- Aptitude in decision-making and problem-solving
- Vast knowledge of competitive bidding/estimating
- Proven project scheduling
- **Physical Requirements:**
- Ability to sit for extended time periods
- Ability to stand in an upright position for extended time periods
- Ability to respond quickly to sounds
- Ability to lift heavy objects
- Ability to move safely over uneven terrain or in confined space
- Ability to carrying, grasp, reach for objects
- Repetitive motion, wrists, hands and fingers
- Ability to push or pull objects

WORK EXPERIENCE REQUIREMENTS

- Five years of experience working in the field of related projects
- Five years of experience working in administrative operations in the field of related projects
- Expertise working with project related software and applications, e.g. Microsoft Office 365 Suite
- Expertise is working with scheduling software
- Five years experience of working with federal contracts

EDUCATION REQUIREMENTS

- High school diploma or GED
- BA Degree in Business Management preferred, but not required if experience requirements are met
- 30 HR CONSTRUCTION OSHA Certification

PROMOTION PATHWAY

- Chief Operations Officer
- Chief Executive Office
- Vice President
- Senior Vice President
- President

REVIEWED BY *Title*

APPROVED BY *Title*

DATE POSTED

DATE HIRED