

JOB DESCRIPTION

Construction Project Manager | Development Services

Description

A Construction Project Manager (“CPM”) with the Oldham Goodwin Group Development Services department is responsible for assisting in and overseeing all aspects of development and construction projects, and operating within the departmental policies, procedures and guidelines. During the development process, a CPM will assist with all planning, entitlement, and project management duties. Duties entail leading coordination of design professionals for plan development and the guidance of proposed developments through the approval and permitting process. A CPM must also assist in the development of detailed project scopes, plans, budgets and contract documents.

During the construction process, the CPM is involved from the creation of the scope through the completion of construction and project closeout. The CPM will be responsible for coordinating and facilitating interactions between involved owners, design professionals, local authorities, contractors and owner engaged vendors throughout the development process. Projects may include land development, construction of new facilities, or renovations of existing properties. The CPM will assist with development of project scopes including concept planning and design. Once a final scope is developed, the CPM will work with the design team to develop a complete set of plans and specifications and assist with the bidding and contract award process to ensure the project meets budget expectations. During construction, the CPM will monitor day-to-day construction activities, as well as track the overall project schedule and budget. The CPM will be responsible for review and approval of pay applications from contractors and designers.

Responsibilities & Qualifications:

- Bachelor’s degree in construction management, architecture, engineering or related field preferred
- Experience in engineering, architecture or construction related field for at least 3 years preferred
- Familiar with construction means and methods
- Basic understanding of AIA contracts and forms
- Ability to handle and coordinate multiple tasks concurrently
- Coordinate a team of professionals of different disciplines
- Ensure construction is being performed to quality standards and in compliance with designs and specifications.
- Monitor and ensure project budgets and schedules are being met
- Review and certify invoices submitted by consultants and contractors
- Ability to present information concisely and effectively
- Self-motivated, resourceful and wiling to learn
- Must be proficient in MS Word and Excel
- Familiarity with AutoCAD preferred
- Familiarity with MS Project preferred
- A desire to contribute to a team and willingness to travel to project sites