**PROJECT MANAGER**

**Heavy Civil and Deep Foundation Construction**

**Hinton, WV**

**Summary:**

* The selected candidate will be responsible for contract management, change orders, preparation of subcontracts, project scheduling, quantities, invoicing, resource allocation and coordination, estimating, and material pricing/project buyout. Both private and public work experience is a plus. A background in heavy civil/industrial construction is a must.

**Essential Responsibilities:**

* Interaction with Project Owner/Architect/Engineers
* Management of a project team of 5-10 employees
* Contract management
* Change orders
* Preparation of subcontracts
* Project scheduling
* Quantities/Invoicing
* Project supervision
* Experience in foundation drilling work including post tension anchoring and grouting is preferred but not required.
* HCSS/Primavera P6/Viewpoint a plus

**Other Skills/Qualifications:**

* Bachelor’s Degree in Civil Engineering or Construction Management.
* Minimum of 5 years’ experience in Heavy Civil and Deep Foundation Construction
* Flexibility to adapt to new challenges
* Proficient in Microsoft Office -concentrations in Excel
* Must be willing to travel as necessary for the project, local candidates preferred. Project is located in Hinton, WV. Relocation or travel compensation is available.

**Work Environment:**

* Works both **indoors and outdoors**.
* Environment can be **dirty and noisy.**
* Wears appropriate **protective clothing and equipment** including gloves, ear protection and respirators when necessary.

**Educational Qualifications:**

* Bachelor's degree or equivalent experience in Heavy Civil and Deep Foundation construction

**Special Note:**

|  |
| --- |
| This job description is presented as guidance only, other reasonable tasks or responsibilities as management sees necessary may be added to this job description in order to achieve satisfactory job performance by the team member. |
| EEO Statement:  Our company, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, disability, sexual orientation, citizenship status (unless such discrimination is required by law) or conviction record, except where sex, physical ability, age or conviction record is a bona fide occupational qualification. Our company also is required by law, by virtue of its contracts with the federal government, to take affirmative action to employ women, minorities, otherwise qualified handicapped individuals, and Vietnam-era, disabled, and other eligible veterans. |