



JAMERSON·LEWIS

CONSTRUCTION

DREAM. PLAN. BUILD.

Job Title: Project Manager

Department: Construction

Summary: The purpose of this job description is to establish and define reporting relationships; requirements; authorities; responsibilities; duties; and accountability thereof for the position of Project Manager of Jamerson-Lewis Construction, Inc.

A Project Manager is generally described as a high-level manager responsible for safely executing work within the budget, time, and quality assurance constraints of projects.

Reporting Relationships:

Project Managers report to the Vice President-Construction in general; Project Managers report to Secretary/Controller regarding financial and risk management matters.

The Project Superintendent, jobsite employees, subcontractors, and suppliers report to the Project Manager

Requirements:

Education:

- **Required: High School Diploma; Continuing Education Emphasizing Current Trends in the Industry**
- Preferred: Undergraduate Degree in Related Field of Management

Licensing/Registration/Certification

- **Required: Valid Virginia Drivers License; OSHA 10-Hour;**
- Preferred: LEED Accreditation; Other Market Sensitive Certifications

Experience

- **Required: 5-Years in Related Field**
- Preferred: 5-Years in the Field of Construction Project Management

Skills, Knowledge, & Abilities

- Generally Required: Organization of activities to accomplish company and project objectives, policies, and plans; understanding, supporting, and explaining objectives,



policies, and procedures to subordinates; maintaining a closely-coordinated productive group of workmen by communicating objectives, policies, and procedures effectively; delegating authority and responsibility properly; maintaining morale of employees by uniformly applying discipline, setting a high standard of conduct and productivity, encouraging other employees, maintaining a daily routine, and taking a personal interest in subordinates; good housekeeping and personal appearance; maintaining neat, complete, and understandable records.

- Specifically Required: Risk assessment & prevention; electronic scheduling; cost accounting; comprehension & application of constraints of technical documents; cost estimating; electronic messaging; word processing; spreadsheet preparation; data entry; preparation of comprehensive sketched illustrations to communicate assembly concepts; and portable document formatting and compilation.
- Preferred: Advanced levels of the above

Physical Requirements: Proficient natural or corrected vision; speaking; writing; typing; sitting; standing; walking; climbing; extended working hours; ability to lift a minimum of 50 pounds;

Mental Requirements: Proficient mathematical functions & analysis; proficient written & oral communication in the English language; proficient ability to visualize 3-dimensional objects from 2-dimensional references.

Working Conditions: Typical administrative environment with exposure to hot and cold; high and low; wet and dry; clean and unclean field conditions.

Authorities and Responsibilities:

Authority: Employ proper safety measures; accelerate or suspend the progression of work; dismiss noncompliant employees, subcontractors, and suppliers from projects; award & execute subcontracts & purchase orders based on values established by the general estimate; reject noncompliant goods and/or services encompassed by the work; approve payment for compliant goods and/or services; refuse payment for noncompliant or unrendered goods and/or services; prepare contract modifications; pursue claims; & resolve minor disputes.

Responsibility: Safely executing work within the budget, period, and quality assurance constraints of projects.



Duties:

General

- organizing activities to accomplish company and project objectives, policies, and plans;
- understanding, supporting, and explaining objectives, policies, and procedures to subordinates;
- maintaining a closely-coordinated productive group of workmen by communicating objectives, policies, and procedures effectively;
- delegating authority and responsibility properly;
- maintaining morale of employees by uniformly applying discipline, setting a high standard of conduct and productivity, encouraging other employees, maintaining a daily routine, and taking a personal interest in subordinates;
- perpetuating good housekeeping and personal appearance;
- maintaining neat, complete, and understandable records.

Safety & Risk Management

- upholding life safety in execution & progression of work;
- upholding compliance with all governmental or project specific utility protection provisions of in execution & progression of work;
- upholding compliance with prevailing environmental requirements in execution & progression of work;
- assuring work is secure from threats of injury, casualty, and property loss;
- making jobsite workmen, Safety Directors, visitors, Owners, Architects, & Engineers aware of unsafe design conditions;
- qualifying subcontractors and suppliers prior to awarding subcontracts and purchase orders;
- verifying the procurement and termination of insurances;
- verifying the procurement and termination of bonds;
- summoning fire and Emergency Medical Services during emergencies;
- if certified, administering first aid and CPR in the absence of Emergency Medical Services;

Scheduling:

- drafting & administering critical path method schedules reflective of Specification titles and Schedules of Values; being updated at monthly intervals, or more frequent as required;
- providing Notice of Claims for time extensions pursuant to the Contract Documents;
- communicating such scheduling & timing of events to Superintendent, Owner, Architect, Engineers, Subcontractors, & Suppliers;



Financial:

- reviewing and correcting the general estimate for accuracy and coding diversification prior to entry by Accounting;
- preparing Schedules of Values reflective of Specification section titles, segregated by material and execution values;
- assisting Controller in preparation of work billings;
- approving and coding invoices from subcontractors and suppliers;
- maintaining an uncontaminated monthly project financial summary;
- issuing journal entry requests to Accounting to decontaminate project financial data;
- preparing and administering Change Order Estimates;
- preparing Contract Change Orders in the absence of such documents prepared by Architects or Engineers for signature;
- committing costs through the administration of properly coded subcontracts & purchase orders;
- remedying costs for remediation of work by others by crediting respective subcontractors and material suppliers;
- preventing erosion of overhead & profit margins from over-spending;

Quality Assurance

- fulfilling the intent of the work;
- administering effective meetings;
- shielding the project from inaccuracy, nonconformance, and negligence;
- obtaining the necessary permits from Authorities-Having-Jurisdiction;
- administering testing & inspecting requirements;
- administering logs of the submittal process;
- administering acceptance & processing of submittals;
- integrating supplemental instructions from Architects & Engineers;
- resolving disputes between contract documents;
- periodically reviewing Superintendent's administration of the Quality Assurance Program;
- administering final inspection punchlists and the completion thereof;
- administering the preparation of operation & maintenance manuals, closeout procedures, demonstration and training;
- terminating permits obtained from Authorities-Having-Jurisdiction;

Measures of Performance: Performance will be measured in accordance with the manner of excellence to which the above requirements, authorities, responsibilities, & duties are fulfilled.



Acknowledgement

I have reviewed and understand the above job description, believe it to be accurate and complete, I will judicially apply each authority and responsibility, and successfully fulfill each duty and task. I also agree that Jamerson-Lewis Construction, Inc. retains the right to change this description at any time.

_____ Date: _____

(Employee Name), Project Manager, Jamerson-Lewis Construction, Inc.

_____ Date: _____

Kevin Hooper, Vice President, Jamerson-Lewis Construction, Inc.

