

Job Description

Position: Concrete Project Manager

Date: 7/5/2022

Hinkle Construction Services is a heavy highway contractor. Our services include concrete construction on bridges, culverts, retaining walls, pavements, and foundations.

Within our organization, a concrete project manager has the opportunity work on projects that have a lasting impact in the communities in which we live and work. They manage concrete projects with efficiency and bring projects to a successful completion by coordinating with other HCS personnel, customers and third parties.

Responsibilities:

- Work to promote a zero incident safety culture within HCS.
- Conduct work in a professional manner.
- Serves as main point of contact for communications with customers, vendors, subcontractors, and other parties involved in a construction project.
- Works with customers, HCS personnel, and other relevant parties on contract changes and disputes.
- Plans and prepares for project execution.
- Maintains project schedules, ensuring production schedules and budgets are followed.
- Plans, coordinates, and oversees resources used in the construction with other HCS personnel and third parties.
 - o Labor
 - o Equipment
 - o Material
- Coordinates with and oversees subcontractors used in the construction.
- Assists with bidding projects.
- Supports project superintendents/foremen.
- Monitors construction progress and assists with changes as needed.
- Manages and monitors cost incurred on projects.
- Reviews monthly job costs with Manager.
- Monitors customer satisfaction related to the Company's services.

Competencies:

1. Can read project plans.
2. Understands project specifications.
3. Well organized.

4. Proficient at using computer technology.
5. Good communication skills.
6. Proficient planning and scheduling skills.
7. Strong leadership qualities.
8. Experience or training in Heavy/Highway construction activities.
9. An eye for detail.
10. Provides good customer service.

Minimum Qualifications:

Education: Associate Degree in Engineering or Construction Management.
Skills: Basic Computer skills, Plan Reading, Scheduling and Estimating
Experience: Five years in concrete related activities; two years in a Supervisory Position. Has an understanding of contracts and applicable regulations.

Desired Qualifications:

Education: Bachelor's Degree in Engineering or Construction Management.
Skills: Proficient in Computer, Plan Reading, Scheduling, Estimating and Management.
Experience: Ten years in Construction related activities; Five years in a Supervisory Position.