

PROJECT MANAGER**Department:** Construction**Reports to:** Superintendent of Projects**Classification:** Seasonal Salary**Location:** Richmond, ME**Revised:** August 2021**Position Summary:**

The primary function of this position is to coordinate and/or oversee all aspects of projects from start to finish, to ensure jobs are completed as efficiently as possible, meet project specifications as well as the project completion date.

Essential Functions:

- Ensure completion of all project paperwork.
- Scheduling of projects to include, subs, labor, and equipment.
- Submit/review job estimates, billings, and payables.
- Attend all project meetings.
- Superintendent of Projects will help and assist with Job cost budgeting, tracking and cost control measures.

Essential Qualifications:

- Strong written and oral communication skills.
- Working knowledge of pavement and construction practices along with MUTCD requirements and be able to set up a safe work zone and direct others accordingly.
- Flexibility with regard to schedule, working early and/or extended hours, weekends and holidays when required.

Work Conditions

Candidate must be able to tolerate moderate to loud noise level (PPE will be provided, including hearing protection as required), long hours standing, walking, and laboring outdoors in varying weather conditions – frequently in extreme heat.

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, reach with hands and arms, handle, feel, talk, and listen. The employee must be able to push levers forward and backwards. The employee is occasionally required to stand, walk, climb stairs, stoop, bend, twist, kneel and crouch. Employee may sit for an hour or more at a time.



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Other Accountabilities/Responsibilities:

Performs related and unrelated duties as may be required.

Position Requirements:

High school diploma or equivalent plus three to five years in a supervisory position preferred. Strong leadership, communication, and problem solving skills. Must have a working knowledge of computers and the Microsoft office suite. Must have a valid driver's license and clean driving record. Knowledge of DOT and regulations, Must be able to comprehend MSDS sheets and make good judgments. Strong knowledge of math calculations used in all aspects of roadway construction. MUTDC and traffic control experience required. Excellent organizational, analytical, interpersonal, and communication skills. Will be required to travel and pass a physical and drug screen.

Independent Action:

Performs work independently within scope of established guidelines and practices. Self-starter, highly motivated Individual.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. A valid driver's license is required and a CDL license is preferred. Must be able to pass a physical and drug screen. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.