

## Project Manager

### POSITION OVERVIEW

Within the framework of Continental Building Co.'s core values, the **Project Manager (PM)** leads multi-million-dollar commercial construction projects from planning through closeout. The PM drives project success by managing schedules, budgets, quality, and safety, while serving as the primary client contact and team leader. This role also mentors project staff, helping develop future Continental leaders.

### DUTIES AND RESPONSIBILITIES

- › Lead day-to-day project operations and maintain strong client, architect, and subcontractor relationships.
- › Manage project schedules, budgets, procurement, and cost tracking using Spectrum and Procore.
- › Perform constructability reviews, lead buy-out, develop scopes of work, and ensure timely material delivery.
- › Oversee and enforce site-specific safety, quality control, and logistics plans in partnership with the Superintendent.
- › Conduct and document OAC and subcontractor meetings and provide clear project communication to stakeholders.
- › Manage subcontracts, purchase orders, RFIs, change orders, pay applications, and monthly project reporting.
- › Lead the project closeout process, including punch list completion, occupancy permits, retainage release, and subcontractor evaluations.
- › Mentor Assistant Project Managers, Project Engineers, and Interns to foster team growth and uphold Continental's values.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- › Strong leadership, communication, and problem-solving skills.
- › Experience managing large-scale commercial construction projects.
- › Proficiency in Microsoft Office; experience with Procore, Bluebeam, Outbuild, and Primavera P6 preferred.

### EDUCATION AND EXPERIENCE

- › Bachelor's or Master's degree in Construction Management, Civil Engineering, or related field.
- › 7+ years of commercial construction project management experience.

### CERTIFICATES, LICENSES AND REGISTRATIONS

- › Valid driver's license and clean driving record required

