Construction Project Manager

**A** fast-growing, leading-edge restoration company, RTC has built our business by exceeding client’s expectations every day on every project. RTC is looking for an energetic and highly motivated individual to join our Team; an individual that is organized, detail oriented and is capable of maintaining superior customer service standards and excellent communication skills.

***Overview: This position is responsible to manage the oversight and administration of the project cycle for construction restoration projects by providing direction and coordination of all field activities related to the installation, as well as for coordinated subcontracts. To prepare accurate and profitable job estimates, converting estimates into successful bids, and plans and manages the resultant projects to successful completion. To facilitate all field change orders and materials, prepares contract documents, project estimates, supply lists and works closely with the accounting department to ensure proper billing on projects.***

**General Duties**

* Uses industry software to estimate residential and commercial water, fire, wind, and mold restoration projects.
* Estimates and manages mitigation and reconstruction projects.
* Bids project with enough detail to provide accurate budgets and purchase orders.
* Supervises, monitors, and revises all activities associated with the projects and its successful completion by bringing the project in or below budget
* Monitors job cost reports for assigned projects.
* Prepares and helps determine schedules for manpower utilization and materials delivered to site
* Tracks and monitors progress while correcting and mitigating any deviations
* Creates and updates project schedules.
* Manages vendor installations, scopes of work and contract adherence.
* Assists in controlling excessive costs and waste throughout each project
* Helps to ensure that all assigned personnel are thoroughly trained in their duties and responsibilities, including safety precautions
* Meets regularly with any assigned personnel to ensure proper information flow and adherence to stated goals and objectives
* Demonstrates good judgment in investigating problems and making decisions.
* Respects and maintains the confidentiality of company, client, and personnel information.
* Works with General Manager regarding bid documents requirements

**Customer Service**

* Provide exemplary customer service.
* Communicate and coordinate with the Team for timely job completion
* Respond to customer concerns.

**Leadership Duties**

* Ability to positively motivate others.
* Develop skills of others
* Convey positive image of the company
* Develop and implement policies and procedures for the Company

**General Professionalism**

* Complete delegated tasks on time
* Seek information and knowledge on new issues.
* Cooperation and respect for others
* Follow company policies and procedures.
* Develop creative solutions to problems.

**Compensation and Benefits**

Your talents will be rewarded with a salary commensurate with your level of experience along with bonus opportunities. Your employee benefit package includes retirement, paid vacation and holidays.

To apply for this position provide your resume and qualifications to:

For Additional Information Please Contact Us At:

Phone: (970) 663-3400

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[www.rtcrestoration.com](http://www.rtcrestoration.com)

RTC Restoration & Roofing is an equal opportunity employer.