

JOB DESCRIPTION: Project Manager [level-I]

Responsibilities:

The **Lemartec Project Manager [level-I]** is responsible for all planning, management direction, project completion, client satisfaction, and financial outcome of assigned construction projects. The ideal candidate will have proven project management construction experience, a history of leading, teaching, developing, and mentoring others successfully, and a complete understanding of contractual requirements, design drawings, and project specifications including, but not limited to:

- On-Site Project Management
- Project Coordination & Project Controls
- Construction Billings & Cash Flow Projects
- Cost tracking for sequential costing
- Job Cost Analysis
- Project Schedule Adherence
- Weekly OAC Meetings
- Meeting Minutes and Documentation
- Project Monthly Report Generation
- Change Management Reports
- Application for Payment Verification
- Contract Administration
- Punch-List Management
- Warranty Review & Procurement
- As-Built Document Procurement

The candidate will work with their assigned assistant project manager to help achieve their respective project management objectives. This position reports directly to the assigned Sr. Project Manager, VP of Construction, and Chief Operating Officer.

Minimum Requirements:

- Degree in construction management or related field with a minimum of 5 years work experience within the construction industry (a minimum of 10 years working experience is required if no degree is available).
- Proven ability to manage multiple projects/activities in a dynamic fast pace environment.
- Must have project scheduling and document control experience.
- Superior communication and organization development skills.
- Strong interpersonal skills and ability to work with and manage cross-functional teams.
- Experience with the following software:
 - Microsoft Office
 - Scheduling Programs(Microsoft Projects preferred)
 - Document Control Programs

In addition to the above listed minimum requirements, candidates who poses the following skills, experience, and capabilities may receive greater consideration during the evaluation process:

- OSHA Certification
- Past experience as superintendant
- Bilingual (English/Spanish)

This is a Full Time position.

Lemartec Engineering and Construction offers competitive compensation and benefits packages. For over half a century our purpose has been to design and build the best solution for our client. As such, our values are driven by our client relationships in a manner that reflects honesty and integrity, and within a framework of detail-oriented professionalism and a commitment to quality and excellence. Our vision is simple; to be the premier design-build firm within the industries we serve. We are an equal opportunity employer and are a drug/smoke free workplace.

Please submit your resume directly via our online career portal at www.lemartec.com/careers highlighting direct experience, references and salary requirements or e-mail us at careers@lemartec.com