

# JPS

CONSTRUCTION and DESIGN

88 Valley Rd.  
Middletown, RI 02842

Rhode Island & Massachusetts  
Licensed and Insured  
Lead-Safe Certified

» **Contact Us:** 401-619-1260  
JPSconstdesign@gmail.com

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Starting Wage: \_\_\_\_\_

## PROJECT MANAGER

Supervisor: Owner or Vice President  
FLSA Status: Exempt  
Department: Construction  
Division: Administration  
Pay Grade(s): Tier 4

### Job Description:

Responsible for overseeing the planning, execution, and closing of projects.

### Duties and Responsibilities:

1. General Management:
  - Collect timesheets from foremen. Alert administrative assistant of absences, tardies, or other irregularities to verify.
  - Collect receipts from foremen. Review and label receipts before submitting to administrative assistant.
  - Oversee and direct administrative tasks associated with each project including creating estimates, writing contracts, submitting change orders, reviewing budgets, billing clients, and paying sub-contractors.
  - Acquire new leads and explore possibilities for obtaining new work.
  - Collect damaged tools from foremen and submit to office for repair or replacement.
2. Construction:
  - Meet with potential clients to provide proposals and secure jobs.
  - Meet with clients to review design decisions, material selections, project status, and budget.
  - Regularly update Owner about project status, and request JPS employees.
  - Coordinate with foremen to place material orders and schedule sub-contractors, inspections, and deliveries.
  - Visit projects on a regular basis to ensure all aspects of the project are completed accurately and to the JPS standard of quality.
  - Direct sub-contractor activities.
  - Disseminate information about jobs to foremen, sub-contractors, and support staff as necessary.
  - Obtain timely payments for projects according to contract. Direct administrative assistant to send invoices.
  - Ensure building codes are met.
  - Return unused materials.
3. General:
  - Adhere to and enforce all company policies and safety procedures.
  - Perform other tasks as assigned.

### Education and Experience:

TIER 4: Bachelor's degree in related field and five or more years related experience and/or training OR equivalent combination of education and experience.

### Skills:

- Ability to communicate courteously and professionally in oral and written forms

- Ability to read and interpret construction documents and specifications
- Detailed knowledge of building materials, methods, and codes
- Management skills
- Problem-solving skills
- Organization
- Attention to detail
- Proficiency with Apple products and software including Mac OS, Numbers, and Pages

**JPS is an equal opportunity employer. Read our EEO statement in your employee handbook.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_