



## CONSTRUCTION PROJECT MANAGER

### Summary:

L.D. Docsa is a self-performance construction company performing on average up to 70% of the work with our own forces. The primary role of the Project Manager is to maintain the project schedule and budget, without sacrificing work ethic or integrity.

This involves working closely with the site management team to determine labor needs, deadlines for specific tasks and enforcing safety protocols among the project team. Traveling for out-of-town work is an essential part of the role. Experience in the water and wastewater industry is preferred.

### Duties and Responsibilities:

- Participate in the planning and formulation of design alternatives and solutions for major construction projects
- Review and interpret proposed designs and building specifications for appropriateness to required function and/or institutional standard, and initiate revisions where appropriate; advise consultants and clients as to how best to achieve required results
- Document meeting discussions and understandings reached and distribute to appropriate parties
- Authorize the issuance of contracts, purchase orders, and change orders, and approve contractor invoices for payment
- Manage complete subcontractor bidding phase
- Manage construction budget throughout projects
- Develop and manage the construction schedule, including assigning milestone dates for a successful on-time project delivery
- Expedite and monitor material and equipment approval
- Receive, price and incorporate changes in the scope of work
- Initiate job close-out and secure all required documentation

### Qualifications:

- Education and experience: Bachelor's degree in Construction Management or Engineering or at least 5 years of hands-on field experience in a leadership role. Involvement in the water and wastewater industry is highly beneficial.
- Construction Background: An understanding of construction means and methods; knowledge of federal, state, and local building codes, ordinances and regulations; ability to negotiate and manage contractual arrangements; and fiscal management experience.
- Leadership Skills: Creativity and confidence in solving problems as part of a team. Ability to develop and present building estimates and feasibility studies.
- Eye for Details: Accuracy is critical for success in this role. Candidate must have superior organizational, communication (both written and verbal) and decision-making skills.



- Tech know-how: A strong background in using all Microsoft Office programs, particularly Excel, as well as adept in using general computer software. Also familiarity with CAD programs or Bluebeam, as well as construction management software. Having a database mindset is beneficial.
- Trust: Candidate must be able to maintain confidentiality and use discretion in dealing with sensitive matters.
- Embodiment of our corporate values: Integrity, Community, Accountability, Flexibility, Teamwork

#### Compensation and Employee Benefits:

Compensation will be based on experience and knowledge of the position. An evaluation period of 60 days proving experience and knowledge will be implemented. Available employee benefits include the following:

- 401(k) with employer contributions
- Health and Life Insurance with employer contributions
- Disability Insurance
- Paid time off
- Yearly performance raises based on employee growth and accomplishments
- Professional Development opportunities
- Advancement opportunities