



Title: Project Manager (GA)

Classification: Exempt
Reports to: COO/Executive VP
Location: Atlanta Location

Salary Family/Range: Salary
Date: September 20, 2016

Summary/Objective

The project manager, construction, position plans, directs, coordinates or budgets, usually through estimator and foremen, activities concerned with the construction and pavement of heavy/highway projects. Participates in the conceptual development of a construction project and oversee its organization, scheduling and implementation.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work with superintendents and foremen to plan, organize and direct activities concerned with road and site construction projects.
2. Establish project objectives, policies, procedures and performance standards within boundaries of company policy and contract specifications. Confer with supervisors and foremen to discuss such matters as work procedures, complaints and construction problems.
3. Initiate and maintain liaison with owners and other contacts to facilitate project activities.
4. Monitor and control project through administrative direction of on-site foremen to ensure project is completed on schedule and within budget.
5. Investigate potentially serious situations and implement corrective measures.
6. Represent company in project meetings and attend strategy meetings.
7. Work with contract administrator to manage financial aspects of contracts to protect company's interest and simultaneously maintain good relationship with the customer.
8. Requisition supplies and materials to complete project.
9. Interpret and explain plans and contract terms to administrative staff, workers and clients.
10. Formulate reports concerning such areas as work progress, costs and scheduling.
11. Work with dispatcher to assign workers to construction sites to work on specified projects.

Competencies

1. Communication Proficiency
2. Leadership
3. Mathematical Skills
4. Mechanical Knowledge
5. Project Management
6. Teamwork Orientation

Supervisory Responsibility

May have Supervisory duties of Superintendents.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. This position is performed in outside weather conditions

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Expected Hours of Work

This is a full-time position. Normal business hours are Monday through Friday 8:00 AM to 5:00 PM (12:00 PM to 1:00 PM lunch break). This position also requires work to be performed outside normal business hours to include nights, overnights, weekends, and holidays as necessary.

Travel

Limited travel is required.



Title: Project Manager (GA)

Required Education and Experience

- 1. High school diploma
- 2. Trade school training or 10 years of Project Management experience in the construction industry.

Preferred Education and Experience

- 1. Associates degree in Business Management or related field
- 2. Ten years of Project Management experience in the construction industry.

Additional Eligibility Qualifications

- 1. The Project Manager shall have a minimum of five (5) years' experience overseeing airfield striping operations.

Work Authorization/Security Clearance

[This section lists visa requirements, H1-B sponsorship, special clearances, etc. If applicable, insert information regarding government contracts or special requirements.]

AAP/EEO Statement:

Hi-Lite is an EEO Company. It is the policy of Hi-Lite to prohibit discrimination and harassment of any type and to afford EEO to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Hi-Lite complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Hi-Lite's EEO policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Manager _____
HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____