



Project Manager

Our Project Managers lead a mixed team of superintendents, laborers, carpenters, and sub-contractors on multiple construction projects. The Project Manager builds relationships with architects, engineers, and jurisdictions and leads owner's meetings at job sites. Project Managers handle the initial estimating and negotiations with contractors. They are responsible for the budget and timely completion of projects, and overall customer satisfaction.

Essential Functions

- Analyze customer needs and create timely estimate for cost of work
- Establish initial project profit margin and work to improve margin through project lifecycle
- Foster and maintain customer relations
- Write contracts to owners
- Identify subcontractor scopes of work and write subcontracts
- Write change orders and work orders
- Manage multiple job schedules
- Job site reviews (travel required)
- Review and approve submittals

Required Education, Experience, and Skills

- 3+ years on construction job sites
- 3+ years as a commercial construction project manager
- Experience in leading teams
- Bachelors in building construction management a plus
- Experience with MS Project, Procore, Foundation software preferred.
- Self-starter with ability to set goals and tasks with strong leadership skills.

Compensation and Benefits

- \$90,000 - \$150,000 per year
- Profit sharing, eligible after 1 year
- Discretionary year-end bonus
- Medica, Dental, Vision insurance
- 401K with company match up to 4%
- Life insurance
- PTO
- Paid Holidays
- Company Vehicle

Rich Duncan Construction Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Rich Duncan Construction Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.