

JOIN THE CALDWELL TEAM

A BETTER WAY OF BUILDING

At Caldwell Constructors, our team is at the heart of delivering a better way of building. Our commitment as a full-service general contractor is fueled by the meticulous planning, passionate stewardship, and radical transparency our employees bring to every project, making them indispensable to our mission of being an integral part of the Upstate's construction landscape.

PROJECT MANAGER | FULL TIME

Briefly stated, these are the fundamental purposes of the position and work environment. The Project Manager will work on a construction team assigned to a project, directly reporting to the President. This position will have office space in our Main office and will make daily or weekly trips to one or multiple project sites. The Project Manager's primary function is responsibility for the overall administration and coordination of his or her assigned project(s) for timely and profitable completion in a professional manner, thus ensuring the goals of all stakeholders are met. For a complete description and a list of responsibilities, please contact us.

PHYSICAL & MENTAL REQUIREMENTS OF THE POSITION

The following states the education, experience, skill, licenses, and certifications that are required or preferred. The Project Manager should possess a minimum of a 4-year bachelor's degree in Construction Science or

Engineering or have applicable experience in construction. Normal physical requirements of the position include sitting, standing, climbing, bending, lifting, keying, reaching, grasping, reading, speaking, and listening. OSHA 30-hour certification and equipment training are required. Experience in Procore and Microsoft Office is preferred, but not required.

ORGANIZATIONAL RELATIONSHIPS

Reporting relations, internal and external contacts, and supervisory or management responsibilities are as follows: The Project Manager reports directly to the President. Normal inside contacts will include: all employees of Caldwell Constructors, and will especially involve contact with the President, Assistant Project Managers, Superintendents, Assistant Superintendents, as well as any other members of the team. Outside contacts will include existing clients, architects, subcontractors, and suppliers.





JOB RESPONSIBILITIES & COMPETENCY REQUIREMENTS

Leadership Competency

- *Demonstrates results-oriented attitude at all times*
- *Acts as a leader & builds effective relationships with all parties*
- *Develops proficiency in all phases of subcontractor management / document management*
- *Seeks feedback on regular basis to improve performance*
- *Seeks ways to support the Superintendent & suggests process improvements*

Typical Job Duties

- Ensures timely, efficient, & quality execution of key project administration-related processes
- Schedule tracking and updating
- Seeks to minimize change orders through proper scope development early in project
- Seeks best market value before approving change orders
- Holds subcontractors accountable/ ensures compliance with performance standards (e.g., submittal process)
- Ensures all project documentation / filing / follow-up is thorough, accurate, & timely

Financial management

- Maintaining accurate budget and cost projections
- Ensures costs are coded to applicable sections
- Seeks to understand monthly cost reports / forecasts / pay apps / committed cost reports & validates /verifies data
- Demonstrates understanding of subcontract status & provides knowledge in cost forecast process
- Shows understanding of change order cost implication

This description is an outline of major recurring responsibilities and required competencies of the job. It is not intended to be all inclusive of the work performed. The Project Manager will typically perform other related job objectives, special assignments, and less significant tasks. South Carolina is an Employment-At-Will State. This document is not an employment agreement or contract. Management has the exclusive right to alter this description at any time and without notice.