

## Construction Project Manager –

### Construction Project Manager Job Responsibilities include

- Schedule restoration and remodeling projects in the time required to meet deadlines and within the established budget.
- Able to manage multiple construction projects of various sizes.
- Determine labor requirements and dispatch workers to construction sites.
- Inspect and review projects to monitor compliance with building and safety codes and other regulations.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the company.
- Prepare contracts and negotiate revisions, changes, and additions to contractual agreements with clients, suppliers, and subcontractors.
- Obtain all necessary permits and licenses.
- Recruit and retain qualified subcontractors.
- Prepare and submit budget estimates and progress and cost tracking reports.
- Attend the weekly production and staff meetings, and report on project activity for that week.

### Qualifications and Skills

- At least 2 years of relevant field experience with fire/water restoration and/or construction.
- Good knowledge of construction methods and procedures.
- Self-starter with excellent communication and customer service skills.
- Good working knowledge of Xactimate is preferred, plus knowledge of computer business software.
- Follow established safety rules and regulations to maintain a safe and clean environment.
- Good time management skills, professional dress, and behavior.
- Relationships with local subs and tradesmen are a plus.

**All applicants must pass a background check, drug screen, and have a clean driving record to be considered for employment.**

### Highland offers the following benefits to full-time employees after 90 days

- Health Insurance
- Vision and Dental Insurance
- Short term disability
- Retirement Account - Simple IRA
- Paid time off and paid holidays
- Company apparel
- Company vehicle and cell phone

**Job Type: Full-Time**

**Pay: Based on experience/Negotiable**