



<b>Job Title:</b>	Renovations and Additions Construction Project Manager	<b>Job Category:</b>	Management
<b>Pay Commensurate with experience:</b>	Salary/Supervisory	<b>Lead</b>	Full-time

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Position will be or will become knowledgeable enough in Job Progress project software that they can function effectively in inputting data from projects thereby assisting in tracking the workflow of projects accurately and effectively.
- Schedule, Coordinate, Support and Manage Renovations and Additions Construction Projects
- Oversee, Supervise and support sub-contractors and ensure tasks and projects are being completed, ensuring data is properly entered in Nimbus, and customers are being kept informed of project status or changes.
- Coordinate with Mueller’s Renovations and Additions Construction Project Customers and ensure projects are on schedule, subcontractors are properly scheduled, materials are delivered on time, and customers are informed and satisfied.
- Responsible for ordering and returning all supplies for projects.
- Provide Weekly Schedules and reports as required.
- Position will communicate with and schedule appointments or changes with the customer.
- Develop and hire new subcontractors as required to adequately respond to workflow demands.
- Perform skilled Carpentry repairs or minor projects as needed to ensure customer and/or Mueller Builders needs are being addressed.
- Keep Management informed of any issues or major delays with projects.
- Help close out Mueller Builders projects and Warranty work as needed.
- Provide a weekly summary of project status to the Operations Manager highlighting completed project, Nimbus data entry completion, and issues on projects which management should be aware.
- Estimate jobs as needed.
- Advise Superintendents, Estimators and Sales personnel as needed in pricing of projects..
- Maintain vehicle and assure cleanliness of vehicle, office work area, and jobsites.
- Maintain financial records and work with accounting staff to assure proper coding and accounting of expenses on jobs and activity.
- Assist other Company employees as needed as workflow allows or dictates.
- Always represent the company in a positive light and serve as an ambassador for the company.
- Always act in a manner that supports Mueller Builders LLC in being Reliable, Dependable and Competitive.
- Always ensure that you and all staff under your direction are adding value to the organization.
- Ensure supervised staff receives support and training as needed to fulfill their responsibilities.
- Supervise staff as required.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Five years’ experience in construction management. Experience in supervising both technical staff, non-skilled staff, and subcontractors.

**PREFERRED SKILLS**

Working knowledge and experience in reading building plans, communicating with subcontractors as well as suppliers. Implementing and overseeing proper safety standards and practices used in roofing and construction.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time