



## **PROJECT MANAGER JOB DESCRIPTION**

Plan, direct, coordinate and exercise functional authority of designated projects to ensure goals and/or objectives of project are accomplished within prescribed timeframe and job cost parameters. Project Manager responsibilities include:

- Coordinate and oversee project design and engineering or designated projects, being the liaison between the owner and design team.
- Setup and implement plant production schedules for designated projects, coordinating with plant to establish man power requirements.
- Review designated project quality and supply issues, resolve with Precast Manager and/or Batch Plant to resolve any issues.
- Prepare job cost reports and projections for designated projects.
- Write purchase orders for designated projects.
- Prepare and submit monthly billings for designated projects.
- Communicate frequently with owner to determine level of satisfaction or needs.
- Conduct bi-weekly progress meetings and type report.
- Work with Safety Director to ensure safety on designated projects.
- Work with Human Resources to resolve employee issues on designated projects.
- Maintain electronic and written records of designated projects.
- Additional duties as assigned by the President and/or Vice-President.

I have read the above and agree to perform according to this Job Description.

Employee's Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date