**Civil Project Manager**

**Primary Function:**

Civil project managers control the time, cost and quality of heavy highway or site work construction projects. They plan and coordinate all aspects of the construction process, including hiring sub-contractors and working with engineers, owners and vendors. A single manager might oversee an entire construction project or multiple managers might oversee specific aspects of a larger project.

**Typical Duties:**

* Assist estimator with bid scrubbing process for import into Vista accounting system
* Review subcontracts for accuracy before submittal to subcontractors for executing
* Create, submit and maintain the project schedule in MicroSoft Office or Primavera P6
* Owner and subcontractor official correspondence and related documentation (RFI's, Submittals, transmittals, letters, etc.)
* Work with owner to create AIA payment form and billing work items on private projects
* Continual monitoring of project job costs including:
  + Daily review and approval of cost codes and crew time on foremen time sheets
  + Daily, weekly and monthly review of job costs against budget and making necessary field changes to improve project profitability
  + Perform month end cost to complete work in process (WIP) analysis
* Create and submit extra work AUP or lump sum proposals
* Create and update 2 week look-ahead schedules if required
* Surveyor and sub-contractor scheduling and coordination
* Monitor open receivables to ensure accurate and timely payment from owner for work performed
* Monitor DBE goal and ensure it is met
* Final quantity calculations and agreement with owner and all sub-contractors
* Submit time extension requests as needed
* Perform final paperwork and job closeout with contract administrator

**Skills, Knowledge, Qualifications & Experience**

* Minimum of Associates Degree in Construction Management (BS in Construction Management, Construction Engineering or Civil Engineering preferred)
* Prior construction management experience is a plus
* Excellent Communication skills
* Ability to work with all levels of management
* Strong Math Aptitude
* Detailed orientated
* MicroSoft Project and Office proficiency is a plus
* Intimate knowledge of IDOT & Tollway specifications is a plus