

Are you a trailblazer who thrives on turning ideas into reality? Ready to hit the road to success? Curran Contracting is a fast-growing Midwest premier site development, excavation, mass grading, paving and asphalt sales contractor looking for a motivated Civil Project Manager, who is a proven leader, mentor and strategic thinker. If you are eager to spearhead the expansion of our site development team, this is the position for you.

### **What's in it for you?**

We offer an exciting and engaging work environment where every day brings new challenges and opportunities. At Curran Contracting, we don't just manage projects – we build relationships. This position will put you in the driver's seat to steer our infrastructure projects to success. If you have a passion for transforming concepts into tangible achievements and hope to accelerate your career, we want you on our team.

### **Where you'll work**

The position is hybrid between one of our three office location in Illinois, jobsite locations covering Northern Illinois, Southern Wisconsin and Northern Indiana and home. At Curran Contracting, we pride ourselves on delivering personalized attention and building trust with our clients. We believe in the power of skilled professionals who provide exceptional service. We also believe in work-life balance, and that includes injecting a healthy dose of fun into everything we do. We celebrate milestones and enjoy friendly team-building activities and office outings after work. A happy and engaged work team is a successful one. Each of our offices brings an environment filled with positive energy and enthusiasm. We encourage our teams to connect on multiple levels and support each other's personal and professional growth.

### **What you'll do**

As our Civil Project Manager, you'll be asked to take on dynamic infrastructure projects, control the time, cost and quality of heavy highway or site work construction projects. You will 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.

. We'll also count on you to:

- Maintain and expand client relationships with the help of leadership and other project managers throughout our company.
- Manage multiple projects and assignments while maintaining a strong focus on client satisfaction, communication and quality.
- Assist estimator with bid scrubbing process for import into Vista accounting system
- Review subcontracts for accuracy before submittal to subcontractors for execution
- Create, submit and maintain the project schedule in Microsoft Office or Primavera P6
- Draft and maintain all official correspondence between Curran and owner and/or general contractor and all project 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 foreman time sheets
  - Constant review of job costs against budget and making necessary field changes to improve profitability
  - Perform month end cost to complete work in progress (WIP) analysis
- Create and submit extra work AUP or lump sum proposals
- Create and update 2 week look-ahead schedules if required
- Scheduling and coordination of surveyor and sub-contractor activities
- Monitor open receivables to ensure accurate and timely payment from owner for work performed
- Monitor DBE goal and ensure it is met
- Calculate, negotiate and reach agreement with owner/general contractor and subcontractors on final work/material quantities due under contract
- Submit time extension requests as needed
- Perform final paperwork and job closeout with Curran contract administrator
- Assist the safety management team by walking the job sites frequently to review all aspects of the job for compliance with Curran/OSHA safety requirements
- Walk the job sites to ensure crews are performing work in compliance with all contract/industry specifications and are following Curran procedures and efficiently completing the work activities
- Assisting Curran safety and legal teams to respond to OSHA or governmental investigations, or to prosecute or defend against contract and general liability litigation

### **What it takes**

Ideally, you'll have a bachelor's degree in construction management, construction engineering, civil engineering, or a related field. If you have five or more years of experience in construction management, preferably at a similar size company, we want to talk. Ideally, you'll also:

- Have a proven track record of successful project management.
- Be a team player and excel at mentoring others.
- Have intimate project/client experience with Illinois, Wisconsin and/or Indiana departments of transportation and/or the Illinois Tollway.
- Have a strong knowledge of site grading, stormwater management, sanitary sewer design, water supply systems and roadway design for residential, commercial and industrial sites
- Speak and write well.
- Strong math aptitude
- Have strong analytical and organizational skills.
- Microsoft Project and Office proficiency is a plus
- Have a passion for crafting tailored solutions and going above and beyond for our clients.
- Must possess a valid driver's license and comply with all Curran motor vehicle policies

### **What you'll get**

You'll have plenty of opportunities to grow professionally at Curran, which started in 1936. Our people-first organization is focused on giving our employees the opportunity for growth. In addition to a competitive salary, we also offer:

- Medical/life/disability insurance.
- 401K profit-sharing plan.
- Paid time off.
- An awesome work environment.

Learn more about Curran Contracting's people, culture and projects on our website.

### **Physical/Environmental Requirements**

- Must be able to travel extensively by driving between job sites, office, and meeting locations
- Ability to lift up to 25 lbs. with or without reasonable accommodations
- Ability to walk and stand on uneven surfaces
- Ability to stand for extended periods of time (up to 1 Hr.)
- Ability to climb in and out of vehicles and construction equipment
- Ability to bend, kneel, twist, reach and lift
- Ability to work both indoors and outdoors, in all weather conditions (including extreme heat and cold)
- Ability to work in dusty environment

### **Equal Opportunity Employer**

Curran Contracting Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, citizen status, religion, ancestry, national origin, age, disability, sex, marital status, military status, pregnancy, sexual orientation or any other basis prohibited by applicable federal, state or local employment laws or regulations in every location in which the company has facilities.

### **Disclaimer**

This job description is not intended to be an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with the job. Management reserves the right to

revise this job description at any time to add or remove tasks as circumstances change, (e.g., emergencies, changes in personnel, workload, rush jobs or technical developments).

### **About Curran Contracting Company**

Curran is a premier site development, excavation, mass grading, paving and asphalt sales contractor for commercial, industrial and government clients with three Illinois offices in Crystal Lake, DeKalb and Oswego. Curran is a leader in the public and private transportation sectors. For more than 85 years, the contractor has earned a reputation of excellence by focusing on the core values of family, improvement, integrity, partnership and respect. For more information, visit [currancontracting.com](http://currancontracting.com)

### **Our hiring process**

**Stage 1:** Applied

**Stage 2:** Initial Screening

**Stage 3:** 1st Interview

**Stage 4:** 2nd Interview **Stage 5:** Offer

**Stage 5:** Hired