



Job Title: Project Manager

Reports To: Director of Construction

Job Summary:

At Bluestone Partners, a Construction Project Manager must come to the table with previous experience in construction management or training leading toward such a position as the logical next step. This opportunity includes being an integral part of a growing/exciting team of individuals in a diversified and successful company. This professional will be self-motivated and organized to expedite the completion of the projects, being comfortable in activities including but not limited to pre-construction planning, budgeting, locating/managing sub-contractors, communicating with architects, engineers, and owners. Project assignments vary from commercial interior finish-outs to ground-up commercial construction, and can range from 500 sq. ft. to 50,000 sq. ft. This position will be integral in helping ensure meticulous organization resulting in each project delivering excellent and efficient execution for the client.

Responsibilities:

- Oversee and direct construction projects from conception to completion
- Pre-construction planning, budgeting and estimating
- Building and maintaining key subcontractor relationships
- Coordinating with workers and subcontractors on-site (usually in conjunction with a site superintendent)
- Ensuring the project is completed on time, budget and with exceptional quality
- Track and report project progress daily and (in conjunction with a site super)
- Written and verbal communication to Owner and other members of the team
- Select tools, materials and equipment and track inventory
- Meet contractual conditions of performance
- Negotiate terms of agreements, draft contracts and obtain permits and licenses
- Analyze, manage and mitigate risks
- Ensure quality construction standards and the use of proper construction techniques
- Oversee all onsite and offsite activities to monitor compliance with building and safety regulations

Skills/Qualifications:

- Comfortable in high pressure situations while maintaining consistent progress
- Lead by example
- Proficient in reading blueprints
- Proficient in email, Microsoft Office and other general computer skills (including typing)
- Expert knowledge of building products, construction details and relevant rules, regulations, and quality standards