

Job Title: Project Manager
Location: Burlington, NJ or Newtown, PA

Blue Rock

PRIMARY FUNCTION:

To oversee project planning, scheduling, budgeting, and implementation. This position can be based out of our Burlington NJ or Newtown PA office.

RESPONSIBILITIES:

- Oversee all aspects of construction project from planning to implementation
- Communicate with owners, architects and subcontractors related to project risk, timetables, costs/budgets, and change management
- Allocate resources for assigned projects
- Perform pre-construction planning, scheduling, and cost control
- Buy-out of job by determining the sub-contracting strategy for the project and preparing front-end documents and bid processes under various project delivery models
- Prepare monthly reports including cost, schedule, safety, etc. for internal and/or external use
- Supervise onsite personnel and subcontractors
- Interface with project inspectors, contractors, architects, engineers, city and county officials, and clients
- Negotiate with contractors to receive reasonable order costs
- Maintain high standards of workmanship that adhere to original plans and specifications
- Prepare contingency plans for potential risks, expanding contractual services and project profit

SKILLS & ABILITIES:

- 4-year degree in Engineering or Construction Management.
- At least 5 years' experience in commercial, industrial and or retail construction management.
- Demonstrated competency in: scheduling, budget/cost control, financial reporting, client relationship, interpersonal skills, computer skills, ability to communicate, both written and oral, leadership and organizational skills.
- Ability to read, understand, and interpret contract documents, drawings, specifications, scopes of work and project schedule.
- Deadline and detail-oriented with strong negotiation skills.
- Knowledge of Maxwell Pro Contractor, Microsoft Office (preferred)