



Construction Manager

Reports To: Board of Directors
FLSA Status: Exempt

Job Status: Full-time
Prepared Date: 03/2024

POSITION SUMMARY

Directs all activities of the Construction company directly or through subordinate workers. Determines objectives, establishes operating procedures, and ensures the success of the organization within guidelines and authority established by the board of directors. Ensures that all operations comply with applicable federal, state, and local regulations.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

- Studies specifications to plan procedures for construction on basis of starting and completion times and staffing requirements for each phase of construction.
- Assembles members of the company (clerical and other workers) at start of project.
- Orders procurement of tools and materials to be delivered at specified times to conform to work schedules.
- Confers with and directs personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.
- Confers with personnel to resolve complaints within work force.
- Confers with personnel, inspectors, and suppliers to resolve construction problems and improve construction methods and efficiencies.
- Inspect work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules.
- Prepares or reviews reports on progress, materials used and costs, and adjust work schedules as indicated by reports.
- Directs workers concerned with major maintenance or reconditioning projects for existing installations.
- Works with the awareness of the considerable hazards associated with the construction and maintenance of outside plant facilities, such as, but not limited to falls, the dangers of trenches, electric shock, falling objects, motor vehicles, etc.
- Uses all protective personal equipment; and complies with the appropriate safety regulations, including OSHA, DOT, EPA, and company policies.
- Attends and participates in all regularly scheduled safety and training meetings, and specialty training to include Defensive Driving, First and CPR, Safe Operation of Construction Equipment, etc.
- Ensures business and financial objectives are met by providing leadership and direction for the company.
- Track and monitor unit pricing to ensure profitability of each unit. Make necessary annual adjustments to each unit.
- Interprets and implements objectives and directives adopted by board of directors.
- Ensures all operations comply with applicable federal, state, and local regulations.
- Determines objectives, establishes operating procedures, and ensures the success of the organization within guidelines and authority established by the board of directors.

SUPERVISORY RESPONSIBILITIES

Directly supervises all employees in the construction company. Carries out supervisory responsibilities in accordance with the company's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

POSITION QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and/or abilities required to perform this job successfully.

- Understanding of underground utility, horizontal directional drilling & construction projects from concept, design, construction, startup, and transfer of operations.
- Knowledge of regulatory environment and the business impact of proposed and adopted regulatory changes.
- Knowledge of management and finance principles and practices.
- Knowledge of the operations of various construction equipment
- Skill in oral and written communication and in public speaking.
- Ability to read, analyze and interpret general business and professional reports, technical procedures, or governmental regulations.
- Ability to demonstrate skills in leadership and general management.
- Ability to communicate with customers, co-workers, and various business contacts in a professional and courteous manner to maintain good internal and external customer relation.
- Ability to organize and prioritize multiple work assignments and pay close attention to detail.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to identify/resolve problems in a timely manner, making sound decisions using information at hand.
- Ability to work long hours and travel as circumstances dictate.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License and CDL license is required, maintaining insurability under the Company's insurance plan.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibrations. The noise level in the work environment is usually moderate to loud.

UNDERSTANDING AND AGREEMENT

As the Construction Manager, I understand and agree to perform my job as best I can. I realize this written position description is designed to give a me a summary of major duties and responsibilities of my position. I may be asked to perform other position related tasks that may not be specifically mentioned in this description. Furthermore, I understand that my position description is to be used as a guide for conduct in employment setting and is not a contract or offer of a contract of employment terms and are subject to change at the discretion of the employer.

By signing below, I am indicating that I have read the essential requirements and responsibilities for this position.

Employee Signature

Date