



Project Manager

Job Description:

- Oversee project completion through planning, directing, and coordinating activities to ensure project success and profitability in a safe manner. This individual must be a team player as they will be the key point of contact on all active projects. Projects are in various stages of construction and vary in size from a half day patch job to a multi phased paving jobs that may extend over several months. This individual will communicate between field supervision, owners, general contractors, suppliers, architects, and engineers.

Compensation/Rate:

- Compensation based on experience

Duties/Responsibilities:

- Schedule and coordinate company and hired dump trucks
- Schedule material deliveries
- Schedule and coordinate heavy equipment mobilizations
- Schedule rental equipment
- Schedule subcontractors
- Notify "Louisiana One Call" of proposed excavations
- Complete "Daily Project Diary"
- Submit "Asphalt Mix Designs" to Engineers for approval
- Create project schedules
- Schedule current and future projects and make adjustments when required
- Obtain permits, when required
- Review, create, and execute punch list items
- Oversee lab reports and other quality control measures
- Keep track and organize "Daily Material Tickets"
- Keep track and organize "Daily Hired Truck Tickets"
- Accurately record material usage and compare quantities to project estimates to ensure profitability.
- Perform pre-construction walkthrough – with owner, general contractor, and estimator

- Perform site visits to ongoing projects to monitor progress, safety, quality, and efficiency
- Perform post-construction walkthrough – with owner, general contractor and participate in the final acceptance of the project
- Coordinate traffic control plan with job site supervision
- Order supplies and tools used to complete projects
- Enforce company safety policies when violations are observed
- Develop client relationships
- Ensure compliance with all company policies and procedures
- Ensure all jobs are conducted with safety and customer service as key components
- Track all change orders and insure they are processed correctly
- Facilitate and troubleshoot unforeseen problems and issues
- Develop a “Safety Plan / Job Site Analysis” for each project
- Serve as the Key point of Contact on a project
- Assist estimating department in the bidding process and accepting handoff of awarded projects
- Issue Contracts
- Ensure that both company and client objectives are being met
- Prepare close out documentation
- Other related duties assigned

Education/Experience

- Bachelor’s degree in business management or construction management, or equivalent life/work experience
- 3 Years of construction experience
- 1 Year project management experience

Required Skills and Characteristics:

- Basic math and geometry skills
- Career oriented person with a long term mindset
- Self-starter who is self-disciplined and requires little oversight
- Basic computer skills (MS Office- Word, Excel, Outlook, Publisher, Google Earth, etc...)
- Detail oriented
- Desire for continuous improvement
- Strong Positive attitude
- Strong commitment to quality
- Strong communication skills, both written and verbal
- Strong managerial, leadership, and organizational skills
- Strong critical thinking and problem solving skills
- Strong work ethic

- Strong customer service skills
- Ability to read and understand construction plans and specifications
- Ability to multitask and prioritize
- Ability to coach teams and individuals
- Ability to work with a wide range of individuals with varied skill sets
- Ability to be flexible, adapt to changes, and make “Job-site” decisions under pressure
- Ability to maintain a professional attitude with owners, inspectors, general contractors, the general public, and other employees
- Ability to develop and grow new client, supplier and subcontractor relationships
- Valid driver’s license with a clean MVR and reliable transportation

Physical Demands:

- Routine physical demands for office environment.
- Ability to safely navigate a construction site.
- Capable of wearing PPE on a jobsite (Hardhat, Safety Glasses, Work Boots, and Reflective Vest)

Benefits:

- Company Phone or Phone Reimbursement
- Company Vehicle or Mileage Reimbursement
- Company Laptop or similar Device
- Health Insurance
- Paid Vacation
- Paid Holidays
- Paid Sick Leave
- Retirement Plan

Schedule:

- 6:00 AM to 4:30 PM Monday - Thursday
- 6:00 AM to 3:30 PM Friday

Work Site Location:

- Approx. 75% Office Based in Baton Rouge, LA
- Approx. 25% Job Site Visits within an Approx. 20-30 Mile Radius of Baton Rouge

Contact Information:

- www.LamontConstruction.com
- Info@LamontConstruction.com
- (225) 272-1005

EEO Statement:

Lamont Roe Werner Construction Co., Inc. is an equal opportunity employer, and all applications will receive consideration for employment without regard to race, color, religion, sex national origin, disability status, protected veteran status, or any other characteristics protected by law. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.