

Horner Building Company is accepting applications for a full-time project manager to work projects in and around the Sevier County area. Communication is key to every construction project and an excellent communicator is required for this position, communication includes HBC staff, management, subcontractors, vendors, owners, and architects/engineers. Safety is also a priority of Horner Building Company, your role will be to implement and maintain health, safety and quality requirements on-site.

Responsibilities and Duties

- Work with the project team to prepare for the project start up.
- Estimating/bidding projects including, hardline estimating and working up bid documents, including distribution of plans, specifications, etc. to subcontract bidders.
- Perform on-site quality control reviews and ensure adherence to project specifications.
- Monitor production and complete associated reporting.
- Organize and complete close-out activities, including the punch list, resolution of warranty issues, O&M manuals and as-built drawings.
- Maintain submittal logs and ensure the timely receipt and review of submittals and shop drawings
- Write, submit, and keep track of RFIs.
- Provide accurate information to complete various reports and compose original correspondence.
- Run project meetings on an as needed basis.
- Take meeting notes, prepare and distribute meeting minutes.
- Updates construction documents with addendum, RFI's, construction bulletins. etc.
- Work with management and field staff to complete Cost information.
- Attend all Superintendent and Project Management Meetings.
- Perform other duties as required by management.
- Work with the project team with the ordering of materials needed to successfully execute the project
- Verify accurate payment of subcontractors and material suppliers
- Works with the Project Manager & Superintendent in developing, maintaining and revising the project schedule
- Manage the relationship and work of assigned sub-contractors & suppliers
- Work with the Superintendent to perform constructability reviews and develop value engineering ideas
- Develop and maintain a clear understanding of the specifications, drawings, standards, and subcontractor & supplier scope of work, etc.

- Interpret specifications, designs and drawings and prepare quantity takeoffs
- Prepare drawings and sketches to support construction work, change orders, estimates, etc.
- Verify work-in-place quantities for invoicing/pay quantities;
- Work with the Superintendent to ensure craft timecards are completed accurately, reflecting hours worked and tasks worked on; verify cost codes to all purchases, time cards, contracts, equipment time and any other item involving cost
- Prepare project status reports
- Gather and prepare documentation for any potential disputes.
- Gather and prepare information for change orders for approval and submission to appropriate party.

Job Type: Full-time

Pay: \$70,000.00 - \$90,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Paid time off
- Company Vehicle

Schedule:

- 8-hour shift

Supplemental Pay:

- Bonus opportunities

Required skills and qualifications

- A bachelor's degree in architecture, engineering, construction management, or a related field.
- 3+ years of relevant experience in construction project management, with a track record of successfully delivering projects on time and within budget.
- Strong knowledge of construction methodologies, building codes and safety regulations.
- Excellent project management skills, including effective planning, organizing and prioritizing tasks.
- Proficiency in reading and interpreting technical documents, including project plans, specifications, and construction schematics.

- Strong leadership and communication skills to effectively manage project teams and stakeholders.
- Proficiency in construction management software, project scheduling tools and cost estimation software.

Preferred skills and qualifications

- Knowledge of risk management, cost control and budget management principles.
- Experience in managing large-scale construction projects.
- Experience with construction contract negotiations and management.
- Familiarity with lean construction principles and methodologies.
- Strong financial management understanding and experience in managing a project budgeting through effective cost control.

Work Location: In person