



Construction Manager

Job Scope

As a Construction Manager, your primary responsibility will be to ensure the successful completion of construction projects of varying complexities. You will play a key role in coordinating and supervising all aspects of the construction process, from the initial planning stages to final completion. Your duties will include developing project plans, setting budgets, scheduling resources, allocating manpower, and overseeing quality control and safety measures. Your expertise in managing contractors and subcontractors, as well as your ability to communicate effectively with various stakeholders, will be critical to ensuring the timely and efficient completion of projects.

Responsibilities

- **Project Planning:** Develop plans, including defining project scope, objectives, and deliverables. Conduct feasibility studies, site evaluations, and risk assessments. Develop detailed construction schedules, work breakdown structures, and budget estimates.
- Budget and Cost Management:** Prepare and manage project budgets, ensuring cost-effective utilization of resources. Monitor project expenses, review and approve project invoices, and implement cost control measures to stay within budgetary constraints.
- Contract Management:** Collaborate with clients, architects, engineers, and contractors to review and negotiate contracts, ensuring compliance with legal and regulatory requirements. Manage contract administration, change orders, and claims. Monitor contractor performance and resolve any contractual disputes or issues.
- Resource Allocation:** Coordinate and allocate resources, including labor, equipment, materials, and subcontractors. Ensure adequate staffing levels and skill sets to meet project requirements. Collaborate with procurement teams to source and procure materials and equipment within project timelines and budget.
- Construction Supervision:** Oversee day-to-day construction activities, ensuring adherence to project plans, specifications, and quality standards. Conduct regular site inspections to monitor progress, identify potential issues, and ensure compliance with safety regulations and quality control procedures.
- Stakeholder Management:** Liaise and maintain effective communication with clients, architects, engineers, subcontractors, and regulatory authorities. Provide regular project updates, address concerns, and manage expectations. Foster positive relationships with stakeholders to promote successful project outcomes.
- Risk Management:** Identify and mitigate project risks, such as unforeseen challenges, delays, or budget overruns. Develop contingency plans and implement risk mitigation strategies. Ensure compliance with health and safety regulations, promoting a safe working environment for all project stakeholders.
- Quality Control:** Establish and enforce quality control measures to ensure construction work meets project specifications and industry standards. Conduct inspections, review workmanship,

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



and coordinate testing and commissioning activities. Address any non conformities promptly and implement corrective actions.

Documentation and Reporting: Maintain accurate project documentation, including progress reports, change orders, meeting minutes, and project records. Generate regular reports on project status, key performance indicators, and financial metrics. Provide timely reports to stakeholders and management.

Team Leadership: Lead and manage construction teams, including site supervisors, engineers, and subcontractors. Provide guidance, mentorship, and support to ensure a motivated and productive workforce. Foster a collaborative and inclusive work environment.

Requirements

- Bachelor's degree in Construction Management, Civil Engineering, or a related field (preferred).
Proven experience as a Construction Manager or similar role.
Strong knowledge of construction processes, techniques, and materials.
Proficiency in project management software and tools.
Excellent organizational and time management skills.
Strong communication and interpersonal skills.
Ability to interpret construction drawings and specifications.
Sound understanding of contract administration and legal requirements.
Knowledge of health and safety regulations and practices.
Leadership and team management abilities.