

# **CONSTRUCTION PROJECT MANAGER**

## **Hardaway Construction Corp. - Greater Nashville Area**

### **POSITION SUMMARY**

At Hardaway Construction Corp., our Project Managers are responsible for creating a positive experience for each Owner and project team; ensuring projects are completed successfully in regards to cost & budget management, schedule completion according to contract milestones, quality control, personnel management and efficient communication and information flow.

### **RESPONSIBILITIES**

- Manage all aspects of the project from estimating through the construction phases including contractual, planning and budget management;
- Develop and maintain positive working relationships with the project owners, architects, engineers, clients and others to ensure overall client satisfaction;
- Leading and managing the various project teams including superintendents, project engineers, coordinators, subcontractors and others to insure all work is completed on time, within budget and in accordance with development and contract agreements;
- Provide strong leadership and guidance to field and site superintendents;
- Initiate and maintain liaison with client/owner and A/E contacts, to facilitate construction activities;
- Prepare and submit monthly, weekly progress reports and cost reports;
- Review and approve all purchases and insure Purchase Order/Buy Out process is followed;
- Manage financial close out of the project
- Coordinate and obtain necessary permits required for commencement of construction, review design documents for conflicts and completeness and participate in developing/negotiating contract agreements;
- Perform various administrative duties during Project Start-Up including establishing controls with contractors and coordinating the completion of contract documents for construction use;
- Manage and administer the Construction Phase of the project including reviewing, analyzing and executing Bid Analysis, monitor submittal review and process and monitor Request for Information review and process;
- Proactively and constructively challenge the design of the project to produce an end product that is in the best interest of the client;
- Manage a high volume of projects concurrently in different stages.

## **OUR IDEAL CANDIDATE**

- Has a Bachelor's Degree or higher from accredited college/university in Construction Management, Engineering or Architecture;
- Has seven (7) years plus of related experience and/or training in construction management;
- Has seven (7) years plus of construction experience leading multifamily, hospitality, commercial, or office (must have at least one or all of these project types);
- Has extensive knowledge of established construction and maintenance practices, procedures and techniques, as well as building codes;
- Is familiar with equipment and tools and proficiency in skilled construction, maintenance and repair tasks;
- Is proficient in the use of estimating software, project management software MS Word/Excel, Outlook, scheduling software (Primavera P6 preferred), Viewpoint PM software experience is a plus;
- Has knowledge of Revit and other BIM software tools;
- Has the ability to write clear and concise thoughts in a professional manner;
- Can address an audience of various sizes and effectively communicate his/her message and ideas

## **PERKS YOU'LL ENJOY**

- Working on construction projects without relocating
- Employer partially paid medical, dental and vision insurance are also available.
- Short Term and Long Term Disability
- Basic Life Insurance
- Employer matched 401K
- Paid time off plus 8 company paid holidays per year after qualifying period
- Social events
- Operations Training and Leadership meetings
- Stable company leadership plus friendships with many long time employees
- Possibility of earning project bonuses on each project completed

### **Instructions for applying:**

Please be sure to include your complete resume and project list (if applicable) when you apply and email to Stan Hardaway at [shardaway@hardaway.net](mailto:shardaway@hardaway.net).

We will contact you directly to request additional information, clarify your experience and/or to begin the interview process.

Thank you for considering us as your future employer!