



## Job Posting – External

Greenfield Contractors LLC is a general contractor serving the Midwest region, specializing in tension fabric and metal buildings. We are an industry leader and complete approximately 150 projects each year. Our industry is in its infancy and poised for further growth in many market sectors.

Greenfield Contractors needs a full-time Project Manager! This integral position will report to the Operations Manager and work 8 a.m. – 4:30 p.m. Monday through Friday at our offices in Princeville, Illinois.

**Position Objective:** The successful candidate will plan, coordinate, budget, and supervise construction projects from start to finish. This includes overseeing construction projects and operations to meet the organization's financial and growth objectives and fulfill client contractual requirements.

### Essential Duties

Provide Assistance to Sales in the Estimating Process, As Needed

Consult with Client During Design Phase to Help Refine Construction Plans and Control Costs

Plan Out All Elements of a Project Based Upon the Scope of the Signed Contract, Including:

- Project Specifications with a Focus on Various Elements of the Structure Itself

- Jobsite Consideration, Including Building Location, Staging, Site Preparation, and Site Access

- Scheduling and Management of Subcontractors

- Review Construction Plans

- Create a Documented Construction Plan of the Project to Include the Full Scope of the Work for the Installation Crew

Coordinate Construction Processes so that Projects Meet Design Specifications and are Completed on Time, and Within Budget

Responsible for Several Projects at Once

Use Cost-Estimating and Planning Software to Allocate Time and Money for Scheduling Project Deadlines

Manage Governance of Projects by Establishing Standards, Processes, and Tools for Effective Project Management Throughout the Project Lifecycle

Material Acquisition

- Requisition and Tracking of Project Orders

- Shipping Coordination to Ensure Timely “Ready for Construction” Status

Customer Communication

- Building and Site Preparation Requirements

- Shipping of Materials Including Foundation and Building Kits

- Schedule of Project Installation Based Upon Customer Site Readiness, Availability of Materials, and Status of Installation/Subcontractor Crew – Including Delay Updates

Manage the Strategic Client and Contractor Relationships and Establish Clear Lines of Communication

Respond to Escalated Project Issues that May Impede Project Delivery and Coordinate Solutions  
Post Project Review

- Review Completed Projects for Lessons Learned, Continuous Improvement Opportunities, and Financial Analysis Including Estimates Vs. Actuals

Analyze Project Metrics to Identify Weaknesses or Problems and Propose Operational Improvements and Cost Savings for Future Projects

Follow Established Quality Performance, Safety Standards and Procedures for Operations

Provide Project Updates and Communicate with Clients, Contractors, Governmental or Regulatory Officials, and Other Stakeholders

Reporting:

- Maintain Project Status Report for Active and Scheduled Projects

- Work with Construction Superintendent on Active Projects

Build Effective Team Capacity, Plan, and Implement Construction Projects

Ensure All Permits, Licenses or Certifications Required by Regulatory Authorities are Obtained

Establish and Enforce Safety Protocols and Procedures to Provide Safe Jobsites and Minimize Risk

Monitor Costs and Timelines and Submit Required Progress Reports to Deliver Projects on Time and Within Budget

Implement Best Practice Construction Methods to Improve Efficiency, Productivity, and Project Outcomes

Manage Subordinate Staff in the Day-to-Day Performance of Their Jobs

Ensure Project Milestones/Goals are Met and Adhere to Approved Budgets

Prepare Cost Estimates, Budgets, and Work Timetables

Interpret and Explain Contracts and Technical Information to Other Professionals

Select Subcontractors and Schedule and Coordinate Their Activities

Respond to Work Delays, Emergencies, and Other Problems with the Project

Ensure that the Project Complies with Legal Requirements, Building and Safety Codes

Travel to Construction Site, As Necessary

Perform Other Duties as Assigned

### **Education/Experience Requirements**

Bachelor's Degree in Construction Management, Engineering, or Related Field

1 – 3 Years Prior Project Management Experience

### **Competency Requirements**

Excellent Communication, Organization, and Technical Skills

Strong Mechanical Aptitude

Negotiation Experience

Adaptable to Multi-Projects

Organize, Plan, and Prioritize Work

Supervisory Experience

Experience with Microsoft Office

**Physical Requirements**

Occasional Lifting/Pulling/Pushing up to and over 100 Pounds

Frequent Sitting

Operates general office equipment, including multi-line phone, fax machine, printer, copier, and personal computer.

**Work Environment**

Occasional Exposure to Moving Machinery, Dust, Extreme Heat, Extreme Cold, Humidity/Water, Outdoor Weather Conditions, Toxic Chemicals or Fumes, Electricity/Risk of Electric Shock, and Loud Noise

Work Primarily Occurs in an Office Environment

**Equipment**

Occasional Use of Steel-Toe Boots, Tape Measure, Speed Squar4e, Hammer, Pliers, Skid Steer, Scissor Lift, Boom Lift, Forklift, Backhoe, Telehandler, and Power Tools

Regular Use of Image Scanner

Frequent Use of Desktop Computer, Microsoft Office, Microsoft Outlook, and Microsoft SharePoint  
General Office Equipment

**EOE/Minorities/Females/Vet/Disabled**

Applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability or an unfavorable discharge from military service.