



CRANE

CONSTRUCTION COMPANY LLC

Construction Project Manager

General Statement of Position

Crane Construction Company LLC is looking for a Project Manager with a varied and broad skill set to join our third generation construction and development company. **The ideal candidate is based near our suburban Phoenix office (Peoria, AZ). In addition, this Project Manager will be willing to travel from time to time for construction jobs throughout the USA.**

The ideal candidate will bring to the table the experience, skills and knowledge required to project manage a complex construction project from initial planning to completion. The position will manage and control projects from bidding to close-out. This will include leading the bidding process, overseeing, collaborating, and coordinating with the Superintendent building the job on productivity, schedule, quality work, trade, supplier coordination and close-out.

This person must be exceedingly well organized, flexible, and tactful with regard to client communication. They will service as one of Crane's Ambassadors to the client. The ideal candidate should be able to deal with the challenges of project managing the build-out from a small corporate addition, to an international brand's flagship store, to a six-story multi-family project and everything in between. Further, it is our hope that this person is interested in growing professionally over time as the business grows.

Project Manager Job Responsibilities:

- Collaborate with engineers, architects etc. to determine the specifications of the project
- Perform take-offs and scope drawings
- Negotiate contracts with external vendors to reach profitable agreements
- Obtain permits and licenses from appropriate authorities and manage the project permit process
- Determine needed resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met for the client's needs
- Acquire equipment and material and monitor stocks to timely handle inadequacies
- Develop relationships with clients, subcontractors, city officials and operation managers
- Create/Track/Maintain schedules to provide effective timeframes for successful turnovers
- Oversee superintendents/field crews to ensure on time completion with exceptional margins
- Track & Issue Client Change Directives to Subcontractors
- Preconstruction/Construction Meetings with GC, Landlord and Clients
- Field & inspect all Submittals and Follow Up with Architects Return of same
- Perform site visits, pre-bid walk-throughs as needed
- Receive, review, forward and track status of submittals
- Initiate, prepare, review, track and distribute RFI's

Project Manager Requirements:

- Proven experience as construction project manager
- In-depth understanding of construction procedures and material and project management principles
- Familiarity with quality and health and safety standards
- Good knowledge of MS Office
- Familiarity with construction/ project management software
- Outstanding communication and negotiation skills
- Excellent organizational and time-management skills
- A team player with leadership abilities

Construction Project Manager Skills and Qualifications:

Project Management, Quality Management, Supervision, Delegation, Supply Management, ADA Requirements, Civil Project Management, Estimating, Attention to Detail, Quality Focus

About Crane Construction Company LLC

Crane Construction Company LLC is a rare breed in the construction industry. Crane was founded on the philosophy that our owners be intimately involved in every project. We take on a limited number of projects each year to ensure that our Principals are involved with every project, and each is handled meticulously from start to finish. This approach allows us to be more agile and innovative, and our lack of bureaucracy provides unmatched efficiency and client satisfaction. A family-owned and operated business with roots in construction for 71 years, we've built a reputation for excellence, collaboration and integrity.

Working at Crane Construction Company LLC offers you an opportunity to grow professionally by being an integral part of our employee support team. Crane Construction Company LLC offers a competitive salary and a comprehensive benefits program including medical, dental, life insurance, and long-term disability coverage, plus 401(k).