



Project Manager – Civil Division

ABOUT US:

J. Davis Construction is a full service general contractor with an unlimited class license. We service the upstate of South Carolina, Northeast Georgia and Western North Carolina. We were voted one of the fastest growing companies in South Carolina in 2016 & 2017 by SC Biz. We were also voted one of the "Best Places to Work in South Carolina" in 2017. Our company is divided into three divisions: General Contracting, Industrial Service and Civil/Grading.

The Civil Division is focused on being a premier grading contractor in our service area. We pursue grading and demolition projects of various sizes.

POSITION SCOPE:

A Civil Division Project Manager is responsible for managing projects from concept to closeout.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Prepare a draft project schedule to ensure project goals are achievable
- Determines project requirements per project location and adequately accounts for all fees associated with project
- Develop clear and accurate scope documents for Design/Build projects
- Perform quantity take-offs, analysis, estimates, and studies for all items incorporated in the assigned scope
- Provide completed estimate to Division Manager for presentation to client
- Reviews project budget, schedule and scope with Division Manager to ensure accuracy
- Review and fully understands contract terms with Division Manager and Owners
- Coordinate construction document development (Design-Build/CM-at-risk Projects)
- Sets project up in Procore and is responsible for setting permissions for all parties and utilizing the resource to create collaboration and accountability to its fullest extent
- Finalizes project schedule with Superintendent
- Obtains all necessary permits/business licenses and J. Davis bonding for construction
- Buyout of all purchase orders and subcontracts 100%, within 30 days of permit, and find cost savings where ethically possible
- Responsible for the production of a schedule of values and gaining approval from the Division Manger
- Submit subcontracts and purchase orders for approval to Division Manager
- Responsible for obtaining insurance and bonding from all subcontractors, per J. Davis policy
- Responsible for submission of all Requests for Information to design professionals and owners
- Produces and gains approval for submittal log
- Gains approval for all submittals within 30 days of permit
- Leads and schedules weekly subcontractor meetings in agreeance with J. Davis policy
- Responsible, along with Superintendent, for bringing project in under budget and on schedule
- Customers prime point of contact for the project
- Responsible for customer satisfaction through open communication

- Handles all owner and subcontractor change orders, ensuring contractual approval and documentation, prior to work taking place
- Ensures adherence to all terms of subcontract agreements
- Produces and submits all customer invoices no later than the 25th of every month, unless customer contract dictates otherwise
- Ensures payments are received by customer by the 10th of every month, unless customer contract dictates otherwise
- Responsible for maintaining the project in a cash positive position
- Ensures all subcontractor invoices are received by the 20th and approved for payment no later than the 25th of every month
- Provides customer with close out manual and any necessary documentation
- Ensures project is completely closed out internally within 30 days of Certificate of Occupancy
- Complete client documentation and J Davis documentation, including work in process reports

SKILLS & ABILITIES:

- Must be computer literate with a working knowledge of Microsoft Office applications
 - Word, Excel, Outlook, Project
- Strong business ethics with regards to budgets, invoicing and payments
- Familiarity with construction project management software
- Reading understanding contract documents and P&ID drawings
- Knowledge and a background with project Estimating, Planning, Scheduling and Budgeting

J. DAVIS EMPLOYEE EXPECTATIONS:

- Maintain company mission and core values
- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

REPORTS TO:

- Civil Division Manager

SUPERVISORY RESPONSIBILITIES:

- As assigned

EDUCATION AND WORK EXPERIENCE:

Preferred five (5) or more years' experience with knowledge of construction, design, and cost management as a Project Manager or similar position in a grading environment.

Bachelor's Degree in Construction Science & Management or a related field is preferred, but not required.

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693. Also, interested candidates may submit resumes by email to Russell Johnson, Resource Manager, rjohnson@jdavisinc.com.