



DIVISIONS  
OF  
JDAVIS INC.



12245 S HIGHWAY 11  
WESTMINSTER, SC 29693



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109 NUNNALLY RD.  
ANDERSON, SC 29625

## Project Manager – Civil Division

### ABOUT US:

A family owned sitework company since 1997, New Terrain Grading provides unparalleled civil services to Residential, Commercial, Industrial, Education, and Hospitality clients throughout the Southeast. With offices strategically located in the Upstate, we are positioned, equipped, and eager to serve the sitework needs of Northeast Georgia, Western North Carolina, and all of South Carolina.

### 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 all 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 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 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 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 25<sup>th</sup> of every month, unless customer contract dictates otherwise

- Ensures payments are received by customer by the 10<sup>th</sup> 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 20<sup>th</sup> and approved for payment no later than the 25<sup>th</sup> of every month
- Provides customer with close out manual and any necessary documentation
- Ensures project is completely closed out internally within 30 days of notice of termination (NOT)
- Complete client documentation and documentation, including work in process reports

#### **SKILLS & ABILITIES:**

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

#### **NEW TERRAIN GRADING EMPLOYEE EXPECTATIONS:**

- Maintain company mission and core values
  - Mission
    - “We are providers of superior, passionate construction service leaving a positive impact on everyone we involve, while bringing honor to God.
  - Core Values
    - R.I.S.E – Respect, Innovation, Safety, Ethics
- Willingness to serve as a coach and mentor to direct reports
- Contributes to a positive company culture
- Self-driven work ethic
- Takes initiative to meet organizational goals
- Participates in company called meetings
- 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 heavy civil environment.

Bachelor’s Degree in Construction Science & Management, Civil Engineering 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 Stacey Capell, Human Resources Manager, [scapell@jdavisinc.com](mailto:scapell@jdavisinc.com)