



## Project Manager- General Construction Division

### ABOUT US:

J. Davis Construction is the general contracting division of J. Davis Inc., a family owned organization providing construction, grading, supplemental maintenance, and industrial services to South Carolina, Georgia, and North Carolina. With four divisions and three offices in the coastal and upstate regions of South Carolina, we are proud to offer superior services to the southeastern United States.

Providing unparalleled construction services since 1997 and having completed over 1200 projects, J. Davis Construction is one of the highest growing Construction Managers in South Carolina. With a group of building professionals with combined individual portfolios totaling more than \$400,000,000 and proven skills in Pre-Construction, Project Management, Site Supervision, Grading, and Self-Performed Services, no project is too big or out of the question.

Now, with a wealth of resources and the goal of better serving our clients, we are passionate about people, eager to build, and thrilled for what the future holds. Join our team and be a part of something amazing.

### POSITION SCOPE:

The position of Project Manager is an integral part of the General Construction Team and will be involved in numerous facets of the team to keep production running seamlessly. This candidate will work closely with clients and upper management to ensure the direction of each project is on schedule and within budget

### ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Buyout the project and find cost savings where possible
- Obtain all necessary permits/business licenses
- Manage projects from preconstruction to turnover including project timelines, budget, schedules and coordinating workflow with team members
- Develop subcontracts
- Work with superintendent and subcontractors to assemble project schedule
- Build strong working relationships with clients to fully understand and best partner with them to achieve their success

### AREAS OF EXPERTISE:

- Must be computer literate with a working knowledge of Microsoft Office applications
- Word, Excel, Outlook, Project
- Familiarity with construction project management software is a plus, but not required
- Reading understanding contract documents and P&ID drawings
- Knowledge and a background with project Estimating, Planning, Scheduling and Budgeting

### COMPANY EXPECTATIONS:

- Maintain Company Mission and Core Values

109 NUNNALLY DRIVE  
ANDERSON, SC 29625  
P: 864-972-4720  
F: 864-972-4882

12245 SOUTH HIGHWAY 11  
WESTMINSTER, SC 29693  
P: 864-972-4720  
F: 864-972-4882

4055 FABER PLACE DR. SUITE 115  
NORTH CHARLESTON, SC 29405  
P: 854-800-3222  
F: 864-972-4882



- Mission
  - “We are providers of superior, passionate service leaving a positive impact on everyone we involve, while bringing honor to God.
- Core Values
  - R.I.S.E – Respect, Innovation, Safety, Ethics
- Contributes to a Positive Company Culture
- Superior Work Ethic
- Meticulous about Quality
- Consistently Meets Project Deadlines
- Takes Initiative to Meet Department Goals
- Participates in Company Meetings
- Capable of Working Autonomously but a Team Member Above All
- Able to Quickly Switch Gears in a Fast-Paced, Spontaneous Environment
- Excellent People Skills

#### REPORTS TO:

- Foreman

#### EDUCATION & 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 general contracting environment.

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

#### QUALIFIED CANDIDATES SHOULD:

1. Apply online, <https://jdavisinc.com/careers/employment-application-form/>