Job Title: Project Manager

Summary/Objective: The Project Manager will be responsible for the planning and management of Heavy/Highway and Railroad bridge and culvert projects.

Essential Functions:

- Communicates with Project Owners and Engineers to identify and solve problems.
- Reviews and assesses proposals and quotes from subcontractors and suppliers.
- Submitting, ordering and tracking materials and certifications.
- Tracking of project submittals and quantities.
- Tracking and monitoring of project costs and payment applications.
- Attends and actively participates in pre-bid, pre-construction and project coordination meetings.
- Force Account processing.
- Purchase Order initiation and completion of job billings and invoicing.
- Job set up in databases (Viewpoint-VISTA - experience preferred but not required).
- Monitor and Maintain EEO Compliance.
- Organize and maintain records, minutes, scheduling meetings and other project related documentation.
- Problem solving within the organization and projects.
- Perform other duties and tasks as required.
- Occasional travel is required.

Minimum Requirements:

- 2 years of experience or education focusing on project management and/or operations.
- Experience with Microsoft Office including excel and other construction software.
- Strong interpersonal skills and ability to work well individually as well as in a team environment.
- Ability to understand and interpret project plans and specifications.
- Ability to move or transport equipment weighing up to 50 pounds.
- Essential to perform tasks in a construction environment and adhere to all safety requirements.
- Construction experience is strongly preferred.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor or management.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. The above statements are not meant to be all inclusive. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The L.C. Whitford Co., Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. The L.C. Whitford Co., Inc. is a drug-free workplace.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Accommodations for Applicants with Disabilities:

The L.C. Whitford Co., Inc. provides reasonable accommodations and/or assistance to applicants with disabilities and disabled veterans (including but not limited to other protected veterans and individuals with known physical and mental limitations). If you need reasonable accommodation/assistance for any part of the application and/or hiring process, please contact The L.C. Whitford Co., Inc.'s HR Department at 585-593-3601.