



L I G H T N I N G

D E V E L O P E R S

– 300 North John Street – Greer, SC 29651 –

– Contact Mike Bolton at (864) 334-2160 – Fax (864) 334-2164 –

CONSTRUCTION PROJECT MANAGER

JOB DESCRIPTION – Overseeing, managing, planning, organizing, and executing all tasks associated with the projects. Must maintain high standards of workmanship, adhere to construction schedule and budget, and maintain customer satisfaction.

RESPONSIBILITIES

PLANNING, DESIGN, AND PERMITTING –

- Order, special order items
- Obtain permits
- Attend local compliance meetings with municipalities
- Review plans and develop trade scope of work
- Manage project team through direction and leadership
- Develop project plan to properly allocate project resources

ESTIMATING AND BIDDING

- Establish budget parameters
- Award bids and issue contracts specifying materials and supplies
- Prepare quantity take offs and estimates on various projects
- Verify the project by preparing estimates and specifications
- Qualify subcontractors

CONSTRUCTION

- Schedule and coordinate sub-contractors
- Handle computer tracking
- Attend and schedule job meetings
- Maintain open lines of communication with clients
- Resolve day to day job site problems
- Enforce building codes
- Order materials
- Maintain budget awareness and schedule for the future
- Visit sites regularly
- Approve completion of work for progress payments
- Review and approve change orders
- Maintain all project related documents

REQUIRED SKILLS SET –

Adhere to the company Mission Statement at all times

Must Display:

Moral integrity

Strong leadership ability

Excellent organizational skill

Self motivation, a drive to excel

A desire to grow with the company

A team player attitude

Problem solving tactics

Confrontation cool-down tactics

Diligence and a strong work ethic

Willingness to accept direction but needs very little

A passion for construction

QUALIFICATIONS –

Degree in Construction Management and/or 5 years experience.

Proficient knowledge in computers including; word processing, spreadsheets, accounting, and management software.

BENEFITS –

Competitive salary, commensurate with experience

Bonus program

Paid vacations

Vehicle Allowance

Health care plan

401(k)