



# JOB DESCRIPTION

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**TITLE: COMMERCIAL CONSTRUCTION PROJECT MANAGER**

**STATUS: FULL-TIME**

**REPORTS TO: PRESIDENT/CEO, PROJECT MANAGER DIRECTOR**

**LOCATION: ST. LOUIS & SURROUNDING METRO AREA**

**POTENTIAL TRAVEL (10-15%)**

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## JOB SUMMARY

Responsible for the smooth and profitable operation of retail, restaurant, convenience store, fueling center and church projects. Must be attentive, detail oriented, efficient, highly productive with proactive communication skills, dedicated to excellent customer service and the development of great relationships.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Actively manages job sites, allocating resources to keep projects on time, on budget, within specifications, and exceeding customer expectations
- Troubleshoots quality, efficiency, scheduling, and people issues; supports Superintendents & Subcontractors in finding ways to solve problems
- Manages overall budget, reviews projects, and anticipates and communicates financial pitfalls related to projects to the Project Manager Director
- Continually oversees Critical Path and Timeline calendars to forecast and anticipate potential problems; works with Superintendents & Subcontractors to fix problems before they occur
- Establishes and maintains exceptional customer relationships; acts as the face of Blanton with clients, building trust, confidence, and proactive communication – no surprises
- Maintains a culture of high integrity and commitment the success of every project. This success extends to every person who ever works on any of our projects
- Ensures compliance with state and local regulations, federal regulations, and other agency requirements pertinent to location work
- Always exemplifies and reinforces safety and quality policies
- Other duties as assigned or required

# QUALIFICATIONS/REQUIREMENTS

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- 5 years of construction project management and leadership experience
- Education can be substituted for up to four years of experience
- Business or accounting coursework or experience helpful; must understand budgets and profit analysis
- Excellent communication and presentation skills; business acumen
- Demonstrated success leading and developing a team
- Willingness to travel and work flexible hours as necessary
- Successful completion of drug screen, background check, criminal history review, education verification and applicable skills assessments

For information on the physical requirements of this role, please see Teresa Whitcomb. Working conditions are frequently outdoors and require frequent driving. Exposure to weather, hazardous worksites, equipment, and construction materials are commonplace.

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Authorized Management Signature

\_\_\_\_\_  
Employee Signature

Effective Date: \_\_\_\_\_

*For information on physical demands of the position, working environment and or possible accommodations under the ADA, please contact the Human Resources office.*