

Project Management Track

Project Management professionals have overall responsibility for their assigned projects. Individuals will grow both their technical and leadership skills as they advance through this career path. They will have and develop knowledge in construction planning, contract management, safety and engineering. They are responsible for the CPM schedule, obtaining quotes and purchasing material from subs and suppliers, preparing pay estimates, and dealing with project owners and other stakeholders both internal and external. Individuals that start in this track may also move to the Estimating or Field Supervision tracks.

Field Engineer

Responsibilities including but not limited to:

- Actively involved in project safety programs
- Assist Project and Field Supervision
- Track and report quantities of work performed
- Assists in improving project quality and productivity
- Promote communication between the field and office staffs
- Responsible for project specific tasks assigned by higher level manager

Office Engineer

Responsibilities including but not limited to:

- Actively involved in project safety programs
- Assist Project and Field Supervision
- Track costs of work performed
- Responsible for project engineering and accounting documentation
- Assists in improving project quality and productivity
- Responsible for project specific tasks assigned by higher level manager

Project Engineer

Responsibilities including but not limited to:

- Actively involved in project safety programs
- Assist Project Managers and Superintendents
- Tracks and reports quantities of work performed and associated costs
- Responsible for communication between the field and office
- Primary engineer and contract administrator on small and mid-size projects
- Assists in improving project quality and productivity
- Responsible for project specific tasks assigned by higher level manager

Assistant PM

Responsibilities including but not limited to:

- Actively involved in project safety programs
- Assist Project Managers and Superintendents
- Oversees Project Engineers and Field/Office engineers on their assigned project
- Tracks and reports quantities of work performed and associated costs
- Responsible for communication between the field and office
- Primary engineer and contract administrator on mid-size projects
- Assists in improving project quality and productivity
- Analyze production and cost data and assist with cost projection preparation

Lead Project Engineer

Responsibilities including but not limited to:

- Actively involved in project safety programs
- Oversee project engineers and Field Engineers with emphasis on Field Work
- Assist Superintendents and Project Manager

Project Manager

Responsibilities including but not limited to:

- Ensure Safety Program is enforced on his or her project
- Oversee the staff and assigns ownership of project specific tasks on assigned project
- Ensure the quality of assigned project
- Responsible for contract administration on assigned project
- Review productivity of assigned project with field supervision
- Schedule and coordinate required resources for assigned project
- Forecast and project man-hours and costs for assigned project

Senior Project Manager

Responsibilities including but not limited to:

- Ensure Safety Program is enforced at all levels of his or her project or projects
- Oversee the engineering, contract administration, and field supervision staff on assigned projects
- Ensure the quality of assigned projects
- Ensure production goals and budgets are met
- Perform project pre-planning as required
- Complete understanding of project schedule



Group Manager

Responsibilities including but not limited to:

- Ensure Corporate safety program is enforced at all levels of their respective group
- Responsible for financial results and forecasts within their group
- Act as corporate representative for the company
- Resolve issues with owners and subcontractors
- Responsible for quality and scheduling within the group
- Assist in finding projects for the group to pursue (business development)
- Develop future project leaders
- Development and Implementation of training programs for FE/OE through PM tasks in their respective group
- Responsible with the Chief Engineer for design decisions/outside engineering selection

Project Executive/Construction Manager

Responsibilities including but not limited to:

- Ensure Safety Program is enforced at all levels of his or her project or projects
- Responsible for largest and most challenging projects
- Oversee the engineering, contract administration, and field supervision staff on assigned projects
- Ensure the quality of assigned projects
- Ensure production goals and budgets are met and issues are identified and dealt with in a timely manner
- Perform project pre-planning as required
- Complete understanding of project schedule
- Resolve issues with owners and subcontractors
- Mentors future project leaders