

Construction Project Manager Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring a Construction Project Manager to run {{commercial / residential}} projects from preconstruction through closeout. This role reports to the {{Project Executive / Owner}} and leads superintendents, subcontractors, and the field team across {{project type}}.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Own the project budget and schedule from buyout through closeout and report cost-to-complete monthly
- Manage the submittal log, RFIs, and change orders in {{Procore / project management software}}
- Buy out and coordinate subcontractors and review their scopes against the drawings
- Run owner-architect-contractor (OAC) meetings and keep the project schedule current in {{scheduling tool}}
- Review and approve subcontractor pay applications and process owner billings
- Enforce the site safety plan and OSHA requirements with the superintendent
- Track procurement and long-lead items against the construction schedule
- Manage punch list, commissioning, and closeout documents through final occupancy

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- {{X}}+ years managing commercial construction projects end to end
- Able to read construction drawings, specifications, and subcontracts
- OSHA 30-Hour Construction certification
- Proficiency with {{Procore, Bluebeam, and scheduling software}}
- Valid driver's license for regular travel between the office and active jobsites

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Bachelor's in Construction Management, Engineering, or a related field
- LEED, CCM, or PMP credential

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}; split between the office and active jobsites
- Jobsite conditions: PPE required, uneven terrain, weather exposure, and occasional ladder/lift use
- Schedule may extend during critical milestones and inspections

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions — e.g., send a resume and short cover note to careers@company.com}}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.