



Job Opening - **Project Manager**

Position Status: Full Time, *immediate start*

Employee Classification: Administrative

Regular Work Hours: 7:30am to 5:00pm

Accountable to: President

Accountable for: Superintendent(s) on assigned projects, and Project Engineers

Credentials and Qualifications:

Degree in Construction Engineering or Construction Management.

Minimum of 5-7 years of proven leadership experience.

Opportunity for advancement into Operations Manager position.

Overview of Responsibilities

Project Management:

- Sense of urgency about everything
- Attention to detail
- Communication skills: written and verbal are essential
- Mentor, Develop and Coach Project Managers and Project Engineers
- Civic and Community service
- Price and process proposal requests
- Process applications for payment
- Coordinate/lead OAC meetings.
- Prepare meeting minutes from every meeting.
- Review job cost reports weekly for overruns and make adjustments
- Prepare monthly job cost forecast
- Document all cost and plan changes
- Coordinate the RFI process between the field and architect
- Prepare and update schedules
- Assist Pre-construction services group on a limited basis
- Special assignments

Skills:

Construction Management or similar degree with a minimum 5-7 years of experience; proficient technical/computer and estimating software skills; excellent written & verbal communication skills; good communicator, proven experience; multi-tasked; established database; organized systems; supervising & leadership skills.

Characteristics:

Disciplined; strong work ethic; professional; dedicated; motivated; determined; problem solver; detail oriented; people personality; creative; committed; team player; planner; customer oriented; conceptual estimating skills; community service involvement; self-starter; timely and materially correct reports and estimates; works well under pressure and meet deadlines; and sense of urgency and attention to detail.

About Harmon:

Harmon Construction has been providing Construction Management, Design-Build and General Contracting services to a variety of clients for 30 years. Specializing in commercial, industrial, healthcare, senior living and faith based construction; we are passionate about working with customers from “concept to completion.” Our professional staff of estimators, construction engineers and support personnel have a high degree of character and competency, which has enabled us to become one of the most respected builders in the region.

Headquartered in Olathe, Kansas, we work predominantly in the Kansas City metro and surrounding area. We strongly believe in ***relationships before buildings*** and deliver on our promises; it’s a time tested approach to business that has served our clients, associates and shareholders well.

Interested?

Send Qualifications/Resume to Tim Harmon, *President*

tharmon@harmonconst.com ☐ 913.747.1052

harmonconst.com ☐ 18989 W 158th Street ☐ Olathe, KS 66062 ☐ p 913.962.5888 ☐ f 913.962.5896