

The Construction Project Manager is the on-site official responsible for the overall success of the projects and will represent the county to local vendors. The Project Manager plans, coordinates, directs, designs, and supervises personnel, subcontractors and vendors ensuring that they complete the work on time and within the budget safely, with quality workmanship and to the county's satisfaction. This position requires excellent communication and leadership skills and an intimate knowledge of all related federal, state and local regulations.

**Specific responsibilities include:**

- Provides overall management and administration for construction projects
- Meets construction schedule, financial goals, and quality/safety standards
- Monitors subcontractor performance to ensure schedules and quality objectives are met
- Plans, designs, organizes, and supervises projects/ communicates objectives
- Monitors budgets and schedules to ensure targets are met
- Reviews Change Orders, RFBs, and Submittal schedules
- Prepares procurement schedule, coordinates purchasing, and monitors critical path and long lead items
- Thoroughly understands the contract and ensures accurate execution of plans, specifications, statement of work, performance work statements, task orders, safety plans, quality control plan and all other project-related plans and procedures
- Proofread and edit final reports and blueprints.
- Manage multiple projects at once.
- Conduct project reviews.

Job Type:

This position is a contract position with Navarro County.

Schedule:

Full-time, Day shift

Requirements:

Minimum of 5-10 years of previous Construction Project Management experience.

Able to commute.