

SLETTEN CONSTRUCTION COMPANY

JOB ANNOUNCEMENT

Job Type: Project Manager

Date: May 18, 2016

Location: Great Falls, MT.

Division: Northern Building Division

PRIMARY FUNCTION

Provide management direction for field project(s).

TYPICAL DUTIES

1. Plan, organize and assist in staffing key field positions.
2. Establish project objectives, policies, procedures and performance standards within boundaries of corporate and division policy.
3. Initiate and maintain liaison with prime client and A/E contacts, to facilitate construction activities.
4. Monitor/control construction through administrative direction of on-site Superintendent to ensure project is built on schedule and within budget. Investigate potentially serious situations and implement corrective measures.
5. Represent company and assist in strategy meetings, OAE meetings, budget meetings, etc.
6. Manage financial aspects of contracts (fee payment, rental equipment, income/expenses, etc.) to protect company's interest and simultaneously maintain good relationship with Client.
7. Work with Suppliers to facilitate and procure materials and equipment.
8. Perform engineering tasks requiring standard techniques and handling minor problems of a technical nature arising during construction.
9. Planning and estimating and scheduling of jobs.
10. Review and management of submittals, subcontracts, change orders, pay applications, RFI's, etc.
11. Assume additional responsibilities as directed by Division Manager.

MINIMUM SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE

Education and experience requirements include: four-year engineering degree or equivalent or extensive (five or more years) experience/knowledge of construction, design, finance and management required. Must be able to apply innovative and effective management techniques to maximize employee performance through understanding of corporate and industry practices, processes, standards, etc. Superior communication and interpersonal (tact, diplomacy, influence, etc.) skills are essential. Must be a business-oriented person. Ability to read and interpret construction drawings and specifications. Must have a strong work ethic to do what it takes to get the job done efficiently, safely and at the highest level of quality. Must be able to work independently as well as part of a team. Must be able to freely access all points of a construction site in wide-ranging climates and environments. The ability to travel as required. Must be familiar with MSDS and OSHA basic knowledge and be able to read and understand Sletten Safety Policy.

COMMENTS

This position reports to Division Manager. This position makes decisions and recommendations, which can greatly impact corporate relationship with Client and project profitability.

SUGGESTED SKILLS

Excel, Microsoft Word, P6 Scheduling, Power Point, Procore, E-mail
Contract & Negotiating, Letter Writing, Telephone Skills, Estimating and Scheduling
Budgeting & Cost Accounting, Knowledge of Safety, Environmental & EEO Requirements
Time Management Skills, File Management, Public Speaking/Interviewing

EOE, M/F/V/D are encouraged to apply, submit résumé to careers@sletteninc.com by May 31, 2016.