

# **Agra Construction Company**

## **Job Description**

**Job Title:** Construction Project Manager  
**Department:** Operations  
**Reports To:** Project Director  
**FLSA Status:**  
**Prepared By:** Human Resources  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

### **SUMMARY**

Directs activities of workers concerned with implementing construction projects by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Evaluates specifications to plan procedures, starting and completion times, and staffing requirements for each phase of construction.

Assembles members of organization (supervisory, clerical, engineering, cost control, and other workers) at start of project.

Orders procurement of tools, equipment, and materials to be delivered at specified times to conform to work schedules.

Directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.

Oversees supervisory personnel and labor representatives to resolve complaints and grievances within work force.

Manages supervisory and engineering personnel, inspectors, and suppliers to resolve construction problems and improve construction methods.

Inspects work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules.

Acts as public spokesperson interfacing with concerned public and regulatory officials.

Conducts construction activities within federal, state, and local environmental rules and regulations.

## **SUPERVISORY RESPONSIBILITIES**

Manages a varying number of subordinate supervisors who supervise a varying number of employees who work as Sub-Contractors and/or Agra Construction Co. employees. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises a varying number of non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; climb or balance, stoop,

kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually loud.

**COMMENTS**

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.