



## Project Manager – Job Description

ARG Construction is seeking an experienced Construction Project Manager to plan, lead, and oversee commercial construction, renovation, and maintenance projects from inception to completion. This role balances high-level administrative management with hands-on field supervision, driving projects forward while maintaining strict quality, safety, and budget standards.

### Key Responsibilities

- **Project Execution & Logistics:** Direct all operational aspects of construction, renovation, and maintenance projects. Plan and manage site logistics, execution schedules, and employee assignments to ensure timely project completion.
- **Financial Management & Estimating:** Perform quantity takeoffs, prepare job estimates, manage approved project budgets, and select cost-effective materials and subcontractors. Initiate and manage both internal and external change orders.
- **Subcontractor & Team Leadership:** Select, coordinate, and supervise direct staff and quality subcontractors. Enforce high standards of craftsmanship, work ethic, and strict adherence to safety guidelines across all job sites.
- **Client & Stakeholder Relations:** Serve as the primary point of contact for clients and company representatives. Conduct project development consultations, host weekly progress meetings, perform frequent site visits, and deliver exceptional customer service.
- **Administrative & Software Oversight:** Maintain accurate project documentation and reporting while adhering strictly to all Summit Building & Design policies and procedures.

### Qualifications & Skills

- Proven years of experience in construction project management, field supervision, or a related role.
- Strong leadership, problem-solving, and conflict-resolution skills with the ability to remain calm and focused under deadline pressure.
- High proficiency in reading blueprints, managing project budgets, and conducting estimating takeoffs.

- Excellent communication skills for client relations, team direction, and cross-functional coordination.
- **Proficiency in Procore Project Management, e-Takeoffs, and Sage Estimating software is highly preferred (a major plus).**