



**Primary Objective:**

The Project Manager is responsible for the planning, directing, budget coordination, safety, and activities associated with construction projects. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.

**Essential Functions, Duties and Responsibilities:**

- Assist in project estimating including quantity take-offs, bid invitations, and subcontractor proposal review for completeness and conformance of project requirements.
- Execute Subcontractor Purchase Orders within established budget parameters.
- Work with Superintendents and Foremen to plan, organize, and direct activities concerned with construction projects.
- Establish project objectives, policies, procedures, and performance standards within boundaries of company policy and contract specifications. Confer with Superintendents and Foremen to discuss such matters as work procedures, complaints, and construction problems.
- Initiate and maintain liaison with Owners and other contacts to facilitate project activities.
- Monitor and control project through administrative direction of Superintendent to ensure project is completed on schedule and within budget.
- Investigate potentially serious situations and implement corrective measures.
- Represent company in project progress and safety meetings.
- Work with Contract Administrator to manage financial aspects of contracts to protect company's interest and simultaneously maintain good relationship with the customer.
- May requisition supplies and materials to complete project.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients.
- Formulate reports concerning such areas as work progress, costs, and scheduling.
- Work with Superintendents to assign workers to construction sites to work on specified projects.
- Assist with the construction close-out phase and project evaluation.
- Must be able to perform other job-related duties as assigned.

**Contacts:**

Frequent contact with trade workers, Superintendents, Estimators, Project Managers, office staff, customers, and members of the public.

**Education, Skills & Abilities:**

- Bachelors or equivalent degree/experience combination.
- Knowledge of administration, management, construction materials, methods, and tools.
- Knowledge of safety and security issues and regulations.
- Excellent mathematical skills, including application and use in problem-solving.
- Ability to coordinate own and others' actions, manage own time and manage personnel resources.
- Strong understanding and expression of written and verbal English sentences and paragraphs in work-related documents.
- Sensitivity to problems; ability to tell when something is wrong or is likely to go wrong.
- High degree of accuracy and exactness is extremely important in the performance of this job.
- To accomplish work activities, Project Manager I must be able to coordinate or lead employees among different levels of the organization.
- Assume responsibility for work outcomes and results of other workers.
- Computer Skills: proficiency in using the internet to research information, as well as MS Outlook, MS Excel, MS Word, MS Project, Procore, and Sage Timberline.

**Working Conditions:**

Work may be performed in outside weather conditions, including rain and extreme heat, near moving mechanical parts and includes occasional exposure to wet and/or humid conditions. May be exposed to uncomfortable or distracting sounds or noise levels on sites of projects being managed or coordinated. Travel is required, determined by project location and schedule. When working on site, will be required to wear common

protective or safety equipment, such as safety shoes, glasses, gloves, hearing protection, hard hats, etc.

**Physical Requirements:**

- Must be able to perform all essential functions of the job with or without accommodation.
- Must be able to work in a variety of physical positions, including sitting, standing, walking, and driving.
- Essential functions, as defined under the Americans with Disabilities Act, may include the above noted tasks, knowledge, skills, and other characteristics. This list of tasks is not a comprehensive list of all functions.



# Application: Employment Application

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

## PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No

**If yes**, please provide company names and details \_\_\_\_\_

Can you work any shift? Yes No

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  
Yes No

## EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly Rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed?  If so may we inquire of your present employer? \_\_\_\_\_

## REFERRAL SOURCE

How did you hear about us?  Walk In  Advertisement/  Referral  Other

Have you ever worked for this company before? Yes No Explain \_\_\_\_\_

Do you know anyone who works for our company? \_\_\_Yes \_\_\_No If yes, who? \_\_\_\_\_

EDUCATION	Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
	High School			
	College or University			
	Trade, Business or Correspondence School			

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	

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Reason for leaving

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From

To

Employer Name

Telephone

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Job Title

Address

---

Immediate supervisor and  
title

Summarize the nature of  
work performed and job  
responsibilities

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Reason for leaving

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. \_\_\_\_\_

Computer Skills (please describe):

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

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Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

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**Please read carefully before signing.**

Veneklasen Construction is an equal opportunity employer. Veneklasen Construction does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation Veneklasen Construction to hire me. If I am hired, I understand that either Veneklasen Construction or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Veneklasen Construction has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Veneklasen Construction true and complete information on this application. No requested information has been concealed. I authorize Veneklasen Construction to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date \_\_\_\_\_ Signature \_\_\_\_\_