Martin Construction Resources is currently looking for a highly motivated individual to join our field construction team. This is a Project Manager role that will be responsible for a delivery team constructing Renewable Gas Systems in multiple locations in the area. This is a full-time employee position.

The **Project Manager** coordinates all aspects of project execution, ensuring a smooth transition from the design phase to the installation and on-going service and support phase of the completed project. This includes, but is not limited to, advising, and assisting the development team in estimating and managing the account, conferring with engineering personnel on technical information, procuring and managing outside contractors, scheduling project phases, and training customers' maintenance personnel. The Project Manager manages all aspects of project finances, including change order management, revenue projections, customer billings, and quarterly financial updates. This position requires a high level of fiscal responsibility. The Project Manager acts as the primary point of contact for all internal personnel, external contractors, subcontractors, and customer agents to coordinate all aspects of project installation. This individual ensures that projects are completed on time, within budget, and that customers are satisfied with both the installation and the final outcome.

**Responsibilities:**

* Maintain a high level of communication both written and verbally to assure proper documentation and coordination of all project activities.
* Coordinate with development personnel to ensure that prompt and accurate estimates and pricing are achieved and consistent with project goals.
* Develop and maintain ongoing contact with the customer to schedule and coordinate all work performed and to ensure clear and consistent communication about the project’s progress, costs, and training.
* Assist business developers in obtaining quotes from outside mechanical, electrical, and construction contractors and vendors; choose appropriate contractors and vendors for each project; issue contracts; schedule and manage all contractor and subcontractor work; and ensure on time arrival of all project equipment and supplies.
* Coordinate with MCR management, Finance and Accounting support groups to ensure project is on track and that cost objectives are met.
* Provide quarterly Project Delivery Affidavits, which list documents and records used to recognize revenue and customer billings.
* Collaborate with Project Accountant to review the Project Metrics report that contains contract value, percent of completion, billings, contingency and margin.
* Manage project finances to avoid under billings and negative margin deviation.
* Monitor labor, materials, project modifications and work completion, and make changes as necessary to ensure achievement of project objectives within cost and time constraints.
* Work with temperature controls contractors and commissioning agents to ensure systems, software and control strategies achieve project goals.
* Oversee all aspects of installation, working with all parties involved to proactively prevent and solve quality and other problems that may arise in the course of the project.
* Create and maintain an efficient, effective project work force, providing training and supervision for each member assigned to the project and coordinating team member activities to meet project objectives.
* Responsible for ensuring adherence to all OSHA, Federal, State, and Local safety regulations, as well as all MCR policies and procedures.
* Keep abreast of all changes in Federal, State, and Local safety regulations and Company policies as they pertain to the project installation and implement system changes as required.
* Analyze project costs and work with accounting and finance departments to determine customer billing.
* Perform related work as required or deemed necessary by MCR management.

**Minimum Qualifications:**

* Bachelor's Degree in Engineering, Construction, or related field, from an accredited four-year college or university and a minimum of five (5) years' related experience in the construction industry

Or

* Fifteen (15) years of related experience.

**Minimum construction related experience requirements include:**

* Successfully scheduling projects
* Running jobsite progress meetings
* Working directly with owners in professional and ethical manner
* Managing project budgets
* Exposure to project development
* Exposure to working with and directing project teams
* Demonstrated ability to work in field overseeing project construction activities
* Demonstrated ability to work with others, including customers, in a professional and ethical manner
* Demonstrated working knowledge of OSHA, Federal, and State safety regulations

**Preferred:**

* Experience in with large scale power generation equipment
* Experience in project development
* Hiring/Training and supervision
* Working with and directing project teams
* Demonstrated ability to successfully manage projects from development to project closure
* Certification as PE, PMP, CEM, or related certification

**Competency Requirements:**

* Excellent communication skills (verbal and written) and ability to work with all levels and types of people.
* Excellent organizational and problem-solving skills.
* Proficiency with Microsoft Office, Microsoft Project, etc.
* Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
* Ability to compose and 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.
* 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/or concrete variables.
* Ability to assist employees in understanding project objectives and specifications and seeing the other side of an issue.
* Maturity and professionalism to effectively handle frequent exposure to senior members at MCR, as well as with external organizations, customers, and the public.
* This employment assumes significant time at the site for duration of 12-18 months. Considered individual will be required to be on site 50% - 75% of the time.
* If considered individual is not local, an estimated travel time allocation of 50%-75% can be assumed with extensive overnight travel required.

The physical demands described here are representative of those that must be met by any 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 of the job.

While performing the duties of this job, the employee is regularly required to work at a desk and operate a computer, often sitting for long periods of time. Literacy is essential for this job. The employee may occasionally have to lift and/or move up to 20 pounds. This position requires the ability to think quickly while remaining objective in problem solving. The ability to defuse sensitive issues is mandatory.

Frequent travel is required, including overnight travel.

The employee is required to practice, recognize, and interpret safety precautions and follow safety rules and OSHA requirements as they relate to the job. The employee is required to work in an outdoor environment. The noise level in the work environment is usually moderate.

Martin Construction Resources reserves the rights to modify, interpret, or apply this job description in any way the Company desires.

**Compensation:**

Annual salary rate of $85,000 to $105,000 payable biweekly