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**Firelake Construction, Inc is seeking a Construction Project Manager for our Lenexa, Kansas office. We are interested in ALL LEVELS of Project Managers.**

To perform this job successfully, the incumbent must have the following education, experience, skills and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Job title**

Project Manager

**Job description**

The incumbent’s essential duties are listed below. When necessary, additional duties may be assigned, and Firelake expects the incumbent to exercise initiative to anticipate and prevent problems.

1. Project Coordination, Scheduling and Construction
   1. Conducts pre-construction and project turnover meetings with appropriate Firelake field and office staffs to understand the project bid documents, estimates, and contract documents. Based on the pre-construction analysis and collaboration with the project foreman, the incumbent:
      1. develops purchasing, fabrication, material handling, and start-up plans,
      2. establishes the cost breakdown and the project schedule of values, and
      3. prepares necessary project schedules.
   2. Routinely visits his/her jobsites to monitor progress, coordinate with the project foreman, audit site safety, and review productivity.
   3. Routinely meets with the project foreman to review short-interval plans, requests for information, change orders, purchase orders, and labor reports. Involves the foreman in the forecasting process.
   4. Ensures that Firelake conducts a thorough start-up process and that all known deficiencies are quickly and correctly resolved. Secures final acceptance from the owner to start warranty and receive final payment.
2. Project Accounting and Profitability
   1. Enforces appropriate cost controls. Recognizes and quickly addresses productivity issues.
   2. Prepares and presents forecasts as part of the monthly profit review process to include, if necessary, corrective action to resolve problems and restore quality, safety, productivity, and/or profitability.
   3. Monitors the billing and collection process to ensure timely, accurate payments and collections.

**Job requirements**

* Must be able to satisfactorily pass a criminal background check.
* Must be able to satisfactorily pass a motor vehicle record check.
* Must be able to meet Firelake’s qualifications to operate a vehicle on company business.
* Must possess a valid driver’s license.
* Must have access to drive a well maintained vehicle.
* Must have up to date registration with the local Department of Motor Vehicles.
* Both the candidate and the vehicle must be currently covered on a personal insurance policy.
* Some travel required.

**Experience requirements**

* Must have a minimum of 3-5 years’ experience in the appropriate specialty (mechanical or electrical) construction project management and 5 years is preferred in HVAC Controls.

**Education requirements**

* Bachelor’s degree (BS) in a construction related discipline, or at least five years of field trade experience and/or construction related training, or equivalent combination of education and experience.

**How to apply**

Contact Greg Foley by phone or email.

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