Macon Construction Group - Project Manager

JOB DESCRIPTION/DUTIES

- Responsible for planning and executing construction projects, including estimating and budgeting, from project inception to project closeout;
- Determines project scope, assembles subcontractor and vendor bid lists, sets up projects and distributes bid packages through BuildingConnected software, follows up on proposals/bids, makes subcontractor award recommendations, and assists the Senior Project Manager to draft subcontracts, purchase orders, and change orders in the bidding process;
- Prepares internal material and fixture takeoff documents using specialized software to estimate quantity of materials and costs, and assists in assembling client bids;
- Drafts requests for information (or RFIs), drafts responses to subcontractor RFIs, and manages the RFI process to ensure communication flows seamlessly;
- Handles submittals, such as shop drawings, material data, samples, and product data, required for the Architect/Engineer team to verify that the correct products are installed;
- Coordinates the selection of colors, patterns or materials that have not been determined in the initial design documents in the submittal process;
- Understands, maintains, and distributes current project plans, sketches and specifications as issued by the Architect/Engineer team;
- Understands building code safety regulations and maintains site safety documentation;
- Records and distributes Owner-Architect-Contractor meeting minutes;
- Tracks permitting;
- Coordinates with field team to ensure continued performance;
- Prepares project cost reports and schedule updates;
- Assembles and uploads project closeout information, including warranties for all assigned projects;
- Uses the Procore software to manage all aspects of the construction process;
- Works closely with the Senior Construction Manager and reports to the Pre-Construction Director.

REQUIREMENTS

- Bachelor's degree in civil engineering, architecture, project management, or a related field;
- 6 months of experience as a project engineer, project manager or a related occupation;
- Prior experience must include managing project documentation, preparing schedules and managing deadlines, assisting with estimation and bidding, and communicating project progress to key stakeholders;
- Must hold an Illinois driver's license.

WORKSITE

- 3401 N California Ave. Chicago, IL 60618

SALARY AND BENEFITS

- Competitive salary commensurate with experience
- Performance bonus
- Health insurance, 401(k) plan with employer matching, paid time off (PTO), paid holidays

TRAVEL

- Travel to worksites throughout the Chicagoland area, as needed

HOW TO APPLY

- Please email your resume to recruiting@macongroup.com