



Title: Field Project Manager

Job Type: Full-time

OVERVIEW: The Field Project Manager is responsible for managing field teams/staff effectively to execute assigned projects as well as maintaining quality control processes to meet client expectations, while coordinating proactively with cross-functional teams to maximize productivity and profitability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Traveling to jobsites often to oversee project schedule, quality, communication, and execution.
- Working alongside and taking direction from both Senior and Construction Project Managers to ensure a successful project/program.
- Reporting daily on project/program status based off field oversight.
- Communicating effectively with field teams, sub-contractors, superintendents, project managers, store management staff, and sometimes clients to ensure all parties are on the same page and have what is needed for a successful project.
- Oversee multi-site rollout construction projects from start to finish.
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Ensure the construction activities move according to pre-determined schedule.
- Communicate effectively with the contractors responsible for completing various phases of the project.
- Manage field staff effectively to execute assigned projects.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all sub-teams.
- Maintain strict adherence to the budgetary guidelines, quality, and safety standards.
- Repetitive inspection of construction sites.
- Handle all customer inquiries and issues in a timely manner.
- Identify the elements of project design and construction likely to give rise to disputes and claims.
- Review and revise quality control processes to meet customer expectations.
- Plan and schedule team meetings to discuss project progress and issues.
- Prepare and submit daily/weekly project status reports to team of Project Managers/Coordinators.
- Support and execute change management activities in project scope.

KNOWLEDGE AND SKILLS REQUIRED:

- Experience in Commercial construction (remodel, TI, multi-site, etc)– Big Box Retail, QSR/ Fast Casual Restaurants.
- Minimum 2+ years of experience in construction industry.
- Knowledge/ Experience in Carpentry, Electrical, Paint, Plumbing, etc.
- Manage multiple sites/ crews/ teams at any given time.
- Excellent communication skills both written and verbal.
- Good understanding of MEP building systems.

WORK SCHEDULE

- The Project Manager position is a salaried position that will require an investment of time and effort beyond a “9 to 5” work week at times
- The Project Manager is required to travel often to job sites/projects Nationwide based on active projects multiple times a month