



## **Project Manager – Job Description**

Heeter Geotechnical Construction, LLC

### **Position:**

- Project Manager

### **Department:**

- Project Management

### **Location:**

- Field Project Based

### **Reports To:**

- Operations Manager

### **Summary:**

- Project Managers serve to manage civil engineering projects from their inception to completion the life cycle.
- The Project Manager will act as the liaison between the corporate office and the project to which the chosen candidate is assigned. The role will include project management functions as well as communication, tracking and scheduling responsibilities for the following types of projects:
  - Complex Rehabilitation of Concrete and Earthen Structures
  - Earthen Embankment Dams
  - Dam Remediation and Rehabilitation
  - Roller Compacted Concrete Dams and Structures
  - Heavy Highway and Road Construction
  - Major Excavation and Embankment
  - Processing and Management of On-site/Off-site Materials
  - Drilling and Blasting
  - Crane Support Project Services
- This position will require extensive travel and provide an excellent opportunity for a highly motivated engineer seeking to engage in heavy civil and geotechnical construction projects.



### **Responsibilities:**

- Key responsibilities to include the following scope of work:
  - Project Management (heavy civil construction/marine construction)
  - Engineering design coordination
  - Preliminary design
  - Cost estimates
  - Proposal preparation
  - Contract negotiations
  - Cost analysis
  - Sub-contractor coordination
  - Project Controls
  - Scheduling
  - Planning
  
- Additional responsibilities include:
  - Perform project estimating and prepare project reports and time lines
  - Monitor and foster customer/vendor relationship
  - Develop and manage production scheduling for assigned project(s)
  - Monitor job costs and production to ensure proposed project time line is achieved
  - Coordinate projects needs with site superintendent and company management
  - Coordinate production and scheduling of active steps of the projects life cycle
  - Coordinate equipment needs with Fleet department
  - Supervise other project personnel

### **Education:**

- A Bachelor's degree from four year accredited college or university with a concentration in Civil Engineering, Construction Management, or related-field

### **Experience:**

- Candidates should have at least five (5) years of demonstrated heavy civil construction experience in a project management role.

### **Skills & Abilities:**

- Excellent verbal and written communication skills
- Ability to work in a fast-paced, team oriented atmosphere
- Microsoft Office: Word, Excel, Project experience
- Proficient with AutoCAD or similar design software



- Ability to travel extensively and for extended periods of time
- Sound technical knowledge
- Commercial instincts
- Highly motivated, self-starter

**License/Certification:**

- Candidates with a Professional Engineer (PE) certification and/or a Project Management Professional (PMP) certification are strongly encouraged to apply

**Travel:**

- This will be a project based project management position which will require the chosen candidate to work on sites/projects located throughout the US

**Physical Requirements:**

- The individual must be able to wear and properly utilize appropriate personal protective equipment (PPE) to work or visit within areas where it is required. This includes hard hat, safety glasses, life vest, respirators, ear plugs, steel toed shoes, or other protective equipment as required by the work performed and location the work is being done
- Sitting for long periods of time, sometimes up to 4-6 hours
- Exposure to computer screens and cellular telephone screens
- Walking, stepping, climbing or otherwise moving from one location to another on the job site
- Visually seeing equipment operations well (either naturally or with corrective lenses)
- Standing, stooping kneeling, squatting, climbing or sitting for long periods of time
- Repetitive movements by feet, shoulders, arms, wrists, hands and back in performance of work
- Lifting 25 lb. objects occasionally
- Carrying 25 lb. objects occasionally
- Adapting to outdoor conditions and prolonged exposure to sometimes adverse weather conditions
- Remaining calm during emergencies and respond appropriately as dictated by the circumstance of the incident
- Exposure to working outdoors in all-weather conditions
- Ability to work more than 40 hours in any given week including weekend assignments and holidays as required

**EEO:**

- Heeter Geotechnical Construction, LLC is an Equal Opportunity Employer, M/F/D/V



Department of Human Resources

**To Apply:**

Send a copy of your resume to: [application@heeterconstruction.com](mailto:application@heeterconstruction.com)