**Project Manager - Commercial Construction**

[M.J. Boyle General Contractor, Inc.](https://www.linkedin.com/company/m-j-boyle-general-contractor-inc-?trk=job_view_topcard_company_name)

San Antonio, Texas Area

**Job description**

**Essential Duties:**

* Conducts pre-construction conferences with owners, architects, engineers, sub-contractors, suppliers, superintendents, and the like.

* Develops and updates project schedules the project team must follow to ensure the project finishes timely and within budget.

* Writes and issues subcontracts and purchase agreements.

* Establishes project budgets and projections of cost.

* Coordinates work of subcontractors.

* Monitors project progress, company labor, subcontractors, suppliers, and safety to include conducts routine project meetings with project team; prepares progress reports and distributes to all parties involved.

* Issues RFI’s to architects, and distributes replies to responsible project team members.

* Processes submittals,  maintains submittal logs and keeps project team updated on status of outstanding items.

* Assists Superintendents with resolving day-to-day project issues as well as planning and executing the project to include periodic site visits.

* Performs various project start-up activities such as obtains required permits and licenses.

* Manages and oversees all change management activities.

* Oversees and assists with punch list, follows up on failed inspections, documentation of substantial and final completion, final subcontractor settlements, closeout documents, and the like.

**Job Requirements:**

* Bachelor's Degree in Construction Management, Architecture, Engineering or related fields.   Degree in Construction Management preferred.
* Minimum of 3 – 5 years Project Management experience in the commercial construction industry, or related experience.
* Experience managing projects in various construction delivery methods to include Construction Manager at Risk and Lump Sum contract types.
* Intimate knowledge of job costing/budgeting.
* Working knowledge of construction scheduling/tracking software application.
* Strong communication (both written and verbal) and presentation skills.
* Proficient math/accounting skills.
* Ability to generate and modify progress schedules.
* Ability to read and understand specifications and plans.
* Strong computer knowledge and efficiency, including Microsoft Office products.
* Strong time management, negotiation, and organizational skills.
* Professional and cordial demeanor while marketing and representing the company.

**Benefits/Compensation:**

* Salary to be determined based on experience and qualifications.
* Benefits may include health insurance, paid vacation and holidays, vehicle reimbursement, company phone, tablet and notebook, and retirement plan / 401K participation.

**Please submit resumes and salary requirements via email to:  jobs@mjboyle.com**

A pre-employment drug screen is required.

M.J. Boyle General Contractor, Inc. is an Equal Opportunity Employer