



JOB TITLE: Project Manager

GENERAL DESCRIPTION

The Project Manager is responsible for the overall construction of building sealants and associated work within the sealants division. This person is responsible for project administration, equipment, budget, schedule, and overall progress of the project and reports directly to the Vice President of the Division.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Safety of crews/personnel – promote, enforce, and develop extremely strong safety culture
- Complete all projects on time, on budget
- Maintain updated schedule for projects
- Follow/Abide by all company policies and advocate to field employees
- Develop tracking mechanisms for cost, schedule and continuous improvement
- Management of job costs and resources on projects
- Source/Coordinate necessary construction equipment & materials to complete the project
- Ensure quality of project is second to none
- Read & interpret blueprints & communicate the work plan to the crew
- Assist with estimating/project bids
- Attend jobsite meetings/coordination meetings with owner and architects
- Job setup process internally with accounting
- Establish scope of work and sequence for each job
- Source/Retain field employees
- Complete billings in timely manner
- Complete, track and follow-up on reports, RFI's, Change Orders and other documents as needed
- Complete special projects as requested and performs other duties as assigned.

*** Starting salary \$80,000 or higher, based on experience***

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

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| <ul style="list-style-type: none"> - Must have interpersonal communication skills to interact with co-workers, supervisors, and managers. - Experience with Microsoft Office - Understand safety requirements to maintain a safe job site - Must be able to solve problems quickly and efficiently. - Large and complex project experience preferred - Must always carry in a professional manner | <ul style="list-style-type: none"> - Must be able to lead a team with respect and dignity. - Ability to work with others to get the project completed efficiently. - Must be motivated and self-driven to complete a task. - Knowledge of products the company uses, and which products would work best. - Understand and accepts changes that are implemented to become Best-in-Class. |
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EDUCATION AND EXPERIENCE REQUIREMENTS	WORKING CONDITIONS
<ul style="list-style-type: none">- High School Diploma or GED- Bachelor's Degree in Engineering or Construction Management preferred	<ul style="list-style-type: none">- Moderate to high risk of exposure to unusual elements.- Moderate to high risk of safety precautions.- Moderate to high exposure to jobsite environment.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

Wells is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, gender identity, disability, or protected Veteran status.